



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, JUNE 18, 2013**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

A. CALL TO ORDER – 6:30 p.m.

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CEREMONIAL MATTERS

E. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

F. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 2) 2013/0618.02 - Approve Minutes of the June 4, 2013 Regular Meeting (**ACTION**) 6
- 3) 2013/0618.03 - Approve Minutes of the June 11, 2013 Budget Study Session (**ACTION**) 13
- 4) 2013/0618.04 - Approve Annual Rate Adjustment with Eel River Disposal and Accept as an Amendment to the Solid Waste Franchise Agreement Effective July 1, 2013 (**ACTION**) 24
- 5) 2013/0618.05 - Authorize the City Manager to Work With GHD Engineer to Identify Potential Grant Sources for Water Infiltration Gallery Modifications (**ACTION**) 33
- 6) 2013/0618.06 - Authorize the City Manager to Engage the Auditing Services of R. J. Ricciardi, Inc. to Complete the 2012-2013 FY Audit (**ACTION**) 35
- 7) 2013/0618.07 - Approve Resolution No. 1205-2013 Authorizing the City Manager to Execute the Settlement Agreement and Stipulation for Entry of Order; Administrative Civil Liability Order No. R1-2013-0036 with the North Coast Regional Water Quality Control Board (**ACTION**) 48

#### G. SPECIAL PRESENTATIONS

- 1) 2013/0618.08 - Public Hearing – Draft Supplemental Environmental Impact Report (SEIR) Rio Dell Wastewater Reuse Project - SHN Consulting Engineers, Inc. (**ACTION**) 77
- 2) 2013/0618.09 - Special Presentation by Bartle Wells Re: Wastewater Rate Study Provide Staff Direction on How to Proceed (**ACTION**) 78
- 3) 2013/0618.10 - City Engineer Project Status Report – Merritt Perry

#### H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar

#### I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2013/0618.11- Public Hearing/Second Reading (by title only) and Approval of Ordinance No. 301-2013 Amending the Non-Conforming Regulations, Section 17.30.160 of the Rio Dell Municipal Code (**ACTION**) 104
- 2) 2013/0618.12- Continued Public Hearing/ Approve Resolution No. 1204-2013 Adopting the Circulation Element; or Make Changes and Direct Staff to Bring it Back for Adoption at the July 2, 2013 Regular Meeting (**ACTION**) 114

J. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director
4. Community Development Director

K. COUNCIL REPORTS/COMMUNICATIONS

L. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS  
FOLLOWS: **No Closed Session Items Scheduled**

M. PUBLIC COMMENT REGARDING CLOSED SESSION

N. RECESS INTO CLOSED SESSION

O. RECONVENE INTO OPEN SESSION

P. ORAL ANNOUNCEMENTS

Q. ADJOURNMENT

*The next regular meeting will be on July 2, 2013  
at 6:30 p.m. in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
SPECIAL MEETING  
JUNE 4, 2013  
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 4:00 p.m. by Mayor Thompson.

ROLL CALL: Present: Mayor Thompson, Councilmembers Johnson, Marks, Wilson and Woodall

Others Present: City Manager Stretch, Chief of Police Hill, Community Development Director Caldwell and City Clerk Dunham

Absent: Finance Director Beauchaine, Water/Roadways Superintendent Jensen and Wastewater Superintendent Chicora (excused)

**SPECIAL MEETING MATTERS**

Special Presentation by City Manager with Matson & Vallerga Architects, Inc. Related to City Hall Improvements and Provide Staff Direction on how to Proceed

Mayor Thompson announced that the architect would not be present this evening but would be in attendance at the next regular meeting on June 18, 2013.

City Manager Stretch then provided a staff report and said staff is looking for direction on the level of planning the Council wishes to pursue for City Hall improvements. He said there have been several discussions at the Council level about needed improvements and there seems to be a consensus from the Council on a number of the improvements however those improvements don't address long range plans or allow for expansion to accommodate the current level of staffing.

He presented three possible options for consideration. The first option estimated at \$200,000 included reroofing City Hall, replacing 12 broken/failed windows, and replacing the ADA ramp and entries to City Hall.

The second option estimated at \$600,000 included items listed in Option 1 and expansion of the public waiting area with a new partially covered entry into City Hall, upgrade of the electronic capacity in the building, upgrade of the electrical service, construction of a rear entry with stairs into City Hall from the rear parking lot, an employee lunch/break room at the rear entrance, covered parking for the Police Department, a backup generator, potential solar panel installation, and overall architectural update of the building.

City Manager Stretch commented that he received an estimate of \$138,000 from North Coast Energy Authority (NCEA) for the installation of solar at City Hall and was told that the building

has good potential for the use of solar energy. He said there was an estimated savings of \$210,000 over 25 years.

The third (recommended option) included plans to implement Option 1 during the 2013-2014 fiscal year, and to direct the City Manager and Architect to prepare a site analysis and preliminary plans in 2013-2014 for the relocation of the Police Department to a new building on the existing City Hall site or an alternate site, and to prepare plans for the remodeling of City Hall without the Police Department, into functional space for construction in FY 2015-2016.

Next was discussion of financing options. City Manager Stretch pointed out that the City has a balance of \$1.1 million in Reserves so the \$200,000 for Option 1 could probably be funded from Reserves. Also, there are USDA Community Facilities Loans available with a current interest rate of 3.5%; on a \$500,000 loan, the annual payment would be around \$23,000 which he said is workable.

City Manager Stretch asked the Council for guidance on how to proceed.

Mayor Thompson expressed concern about employees working in the building during construction. He also pointed out that the Professional Building on Wildwood and Berkeley is for sale for \$220,000 which already has three handicap restrooms. He said one suggestion would be to purchase that building and relocate the Police Department or perhaps the Finance Department to that location. Also, the former Wildwood Feed building on Wildwood is unoccupied and may be for sale which would be large enough to accommodate everyone. He said it might be a simpler and more cost effective solution.

Councilmember Wilson asked if he was suggesting the move be temporary or permanent; Mayor Thompson said his idea would be to relocate City Hall to a new location permanently and sell City Hall.

City Manager Stretch said exploration of acquiring any building needs an engineering analysis as with the existing building. He said another option would be to purchase another building to relocate City staff until the remodeling of City Hall is complete, then sell that building.

Mayor Thompson commented that his concern is that the Council could commit to \$400,000-\$600,000 in improvements to the existing building and still not have enough room.

The consensus of the Council was that the reroofing of City Hall be done this summer.

Councilmember Marks said it was her understanding that the quote for the new roof was around \$30,000 and another \$5,000 for the handicap ramp and said if the \$200,000 under Option 1 basically only gets a roof, ramp and new entrance, it doesn't address the problems inside the

building such as ADA bathrooms. She commented that she always thought the Police Department should be located downtown and felt the area around the downtown City parking lot was an excellent spot.

Mayor Thompson said the only practical way to redesign City Hall to provide additional space is to relocate the Police Department. He said he didn't like the handicap walkway on the first architectural drawing and suggested a handicap chair lift at a cost of \$3,000-\$4,000 be considered. He said a decision will need to be made prior to reroofing the building. He said by adjusting walls, the waiting area could be enlarged and stressed the need to have the finance department together.

Councilmember Woodall said basically what is being discussed is Option 3 and that she is in support of this because it allows for the basic improvements now and allows time to explore other options to address the other concerns.

Councilmember Wilson said the City Manager needs direction on how to proceed with regard to the level of planning and said it is certainly worth the cost of an architectural/engineering analysis. He asked if there would be adequate space for city staff with relocation of the Police Department; City Manager said there would be but one issue with the building is that the hallway is too narrow with regard to ADA accessibility and that the architect didn't seem to have a viable solution to the problem.

Councilmember Wilson asked what the threshold is that triggers full ADA compliance; Councilmember Johnson commented that under the old code, if improvements exceeded 50% of the value of the structure, full ADA compliance was required. He said he was not up to date on the current regulations.

Councilmember Johnson commented that in a City where he was formerly employed, all departments including Police, Fire, Administration, Parks and Recreation, and even the EMT's were all located within the same 2-story structure and said having worked under that type of regime he felt it was a tremendous value. He asked how many additional square feet is needed to accommodate the needs of the City for the next 20 years. City Manager Stretch said with the Police Department relocated to a building with approximately 1,800 square feet, the existing building should serve the needs of the City into the next 20-30 years.

Mayor Thompson stated another option would be to add a second story to only a portion of the building to accommodate everyone. City Manager Stretch pointed out that the cost at \$250 per square foot was estimated at \$500,000.

Mayor Thompson said he would like to look into the possibility of purchasing one of the properties he mentioned as a possible alternative.

Mayor Thompson called for public comment on the proposed improvements.

Carol Theuriet asked what the square footage is on the Professional Building downtown; Mayor Thompson responded that the building is 3,300 square feet which equates to \$70.00 per square foot as opposed to \$250.00 for new construction.

Chief of Police Hill commented that the building would require a significant amount of remodeling and in 10 years, the Police Department would be facing the same issues the City is now facing with this building.

Councilmember Wilson referred to Item D. under Option 2 for upgrade of the electrical service in the building for \$6,000; City Manager Stretch said if the Council decides to proceed with major remodeling of the building in 2015-2016 as proposed, the electrical outlets etc. may not be in the right locations so perhaps a better idea would be to only place the wiring for the solar in the attic in the beginning. He pointed out that Option 2 does not address long term planning.

City Manager Stretch thought the best idea would be to work toward keeping everyone on the same property.

Councilmember Marks asked if it would be possible for staff to come back to the Council with the cost of financing the \$200,000 on perhaps a 15 year note under Option 1 rather than using Reserves. City Manager Stretch said it would be very easy to put together and agreed to bring it back before the Council for consideration at the next meeting.

Motion was made by Woodall/Johnson to direct the City Manager to proceed with City Hall improvements under Option 3 as recommended, including the continuation of the engagement with Matson & Vallerga Architects, Inc. for professional services. Motion carried 5-0.

Public Hearing/Review Draft Nuisance Abatement Ordinance and Continue Public Hearing to the June 18, 2013 Regular Meeting

City Manager Stretch stated a study session was held in April on the Draft Nuisance Abatement Ordinance and the area of focus with the Council was on the issue of how the appeal hearings are handled. He said staff was directed to amend the language so the hearing officer was not the City Manager or another employee, and that staff come back to the Council with another option.

Chief of Police Hill stated the City Attorney was consulted and he recommended a three person hearing committee be established consisting of City Council members. He then referred to the revised language under Section 23.04.060(b) where the title was changed from "Hearing Officer" to "City Council Hearing Committee." He said the City Council Hearing Committee will consist of three members of the City Council plus one alternate to accommodate a timely hearing should a conflict occur. He noted the committee will be advised by the City Attorney to ensure proper legal procedures are followed and adhered to. Representatives of the City including the City

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Manager, Chief of Police or other staff members may be present at the hearing to provide testimony.

Councilmember Johnson asked if other communities use this method for hearing appeals; Chief Hill said the County uses this method and pointed out that the City Council has in the past served as the advisory board on committees such as the CDBG Loan Advisory Committee.

Community Development Director Caldwell noted the City Council is also the appeals board for Planning Commission appeals.

Councilmember Woodall asked what the reason is for only having three Councilmembers on the Committee; Chief Hill said it makes it easier to get together within the allowed time frame and that the appeals are not necessarily heard during regular City Council meetings.

Mayor Thompson called for public comment on the proposed ordinance. There being no public comment, the public comment period was closed.

Motion was made by Wilson/Marks to approve the revisions to the draft Nuisance Abatement Ordinance and continue the public hearing to the June 18, 2013 regular meeting. Motion carried 5-0.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 4:47 p.m. to the June 4, 2013 closed session/regular meeting beginning at 6:00 p.m.

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Jack Thompson, Mayor

Attest:

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Karen Dunham, City Clerk



**RIO DELL CITY COUNCIL  
REGULAR MEETING  
JUNE 4, 2013  
MINUTES**

The closed session/regular meeting of the Rio Dell City Council was called to order at 6:00 p.m. by Mayor Thompson.

**ROLL CALL:** Present: Mayor Thompson, Councilmembers Johnson, Marks, Wilson and Woodall

Others Present: (Closed Session): City Manager Stretch was present during the last portion of Closed Session

(Regular Meeting): City Manager Stretch, Chief of Police Hill, Finance Director Beauchaine, Community Development Director Caldwell, Wastewater Superintendent Chicora and City Clerk Dunham

Absent: Water/Roadways Superintendent Jensen (excused)

**ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:**

CLOSED SESSION TO DISCUSS PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Pursuant to Section 54957) Title: City Manager

**PUBLIC COMMENT REGARDING CLOSED SESSION**

There were no members of the public present to comment.

The Council recessed into closed session at 6:00 p.m.

The Council reconvened into open session at 6:30 p.m.

Mayor Thompson announced the City Council in closed session, evaluated the performance of the City Manager and the Council concurred that the City Manager is doing an excellent job for the City of Rio Dell.

**CEREMONIAL MATTERS**

Swearing in of Newly Appointed Planning Commissioner Carol Theuriet

City Clerk Dunham administered the Oath of Office to Carol Theuriet following her appointment to the Planning Commission by the City Council on May 21, 2013.

## PUBLIC PRESENTATIONS

Carol Theuriet addressed the City Council on behalf of Nick Angeloff and said he was unable to attend the meeting as he was coaching the last Little League baseball game for the year at Fireman's Park; he said the baseball field is looking great. He also wanted to inform the Council that Kent Sawatsky, a private funder will be funding the East-West Rail Feasibility Study and that the Humboldt County Board of Supervisors approved the appointment of Richard Marks to the North Coast Railroad Authority Board of Directors.

## CONSENT CALENDAR

Councilmember Wilson asked that Item No. 5 *Approval of Property Tax Administrative Fee Settlement Agreement and Release with the County of Humboldt in the Amount of \$30,554.88* be removed from the consent calendar and placed under *Special Call Items* for separate discussion.

Likewise, Councilmember Johnson asked that Item No. 6 *Approval of Amendment to the GHD Engineering Agreement Designating Merritt Perry of GHD as City Engineer* be removed.

Motion was made by Marks/Wilson to approve the consent calendar including the approval of minutes of the May 21, 2013 regular meeting; approval of Resolution No. 1202-2013 approving and accepting the Correction of the Grant Deed for the Monument Springs (APN 205-051-014) and directing staff to record the Correction Grant Deed and Notice of Acceptance; approving Resolution No. 1203-2013 adopting the Gann Appropriations Limits for the year 2013-2014; and approval of Pay Request No. 15 to Wahlund Construction/Sequoia Construction Specialties in the amount of \$42,826.75 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project. Motion carried 5-0.

## SPECIAL CALL ITEMS

Approve Property Tax Administrative Fee Settlement Agreement and Release with the County of Humboldt in the Amount of \$30,554.88 and Direct Mayor to Sign the Agreement

Councilmember Wilson asked for clarification that this is money that the County is refunding to the City; City Manager Stretch said that amount reflects a refund to the City ordered by the Court for tax administration fees charged by the County on diverted revenue that should have not been charged according to a recent Supreme Court decision.

Motion was made by Wilson/Johnson to approve the Property Tax Administration Fee Settlement Agreement and Release with the County of Humboldt in the amount of \$30,554.88 and to direct the Mayor to sign the agreement. Motion carried 5-0.

Approve Amendment of the GHD Engineering Agreement Designating Merritt Perry of GHD as City Engineer

Councilmember Johnson commented that the staff report stated that the amendment to the agreement was attached; however there was no attachment in the packet.

City Manager Stretch explained the attachment should have been included but it did not make it from the City Attorney's office to the City Engineer in time to be included in the Council packet.

Motion was made by Johnson/Wilson to approve the May 22, 2013 amendment to the GHD Engineering Agreement designating Merritt Perry of GHD as City Engineer.

Councilmember Marks asked if this amendment simply extends the existing contract with Merritt Perry or creates a new contract designating him as City Engineer. City Manager Stretch said he was uncertain of previous contracts but staff would like to continue working with Merritt and for the privilege of designating him as City Engineer, the City will be billed \$25.00 per hour less for engineering services.

Motion then carried 5-0.

## **ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Public Hearing/Introduction and First Reading (by title only) of Ordinance No. 301-2013 Amending the Non-Conforming Regulations, Section 17.30.160 of the Rio Dell Municipal Code  
Councilmember Wilson recused himself from discussion of this item as he is in the process of purchasing property that relates to this matter.

Community Development Director Caldwell provided a staff report and said the proposed amendment to the non-conforming regulations is to allow residential structures in commercial zones the ability to rebuild in the event they are destroyed or damaged by such things as fire, flood or earthquake. He said the current non-conforming regulations only allow the restoration or reconstruction of non-conforming uses so long as the damage does not exceed 60% or more of the current market value of the structure. There is however an exception provision that allows the restoration or reconstruction of owner-occupied single story homes located in the Town Center zone. He estimated there are 25-30 legal non-conforming residential uses throughout the City and this amendment will allow those structures to be restored as with those located within the Town Center zone.

Community Development Director Caldwell then read the proposed amendment under Section 17.30.160(a) of the Rio Dell Municipal Code as follows:

*A non-conforming owner-occupied residence that is destroyed or damaged by any casualty, may be restored within two (2) years after such destruction or damage but shall not be enlarged except as provided in Section 17.30.160(1)(a) of this Code.*

He explained the reason for the 2-year allowance is because it usually takes time to get

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the insurance money and to get plans drawn up. He said this provision is consistent with most other jurisdictions.

Community Development Director Caldwell pointed out that although a residential use in a commercial zone may be non-conforming, it does not preclude it from future commercial use.

He said another issue related to non-conforming uses has to do with a property owner's ability to do ordinary repairs and maintenance. The current provisions limit the maintenance and repairs to no more than 25% of the actual value of the structure in any one year. He said the City wants to encourage the maintenance and repair of structures rather than discourage it. He reviewed the new proposed language under Section 17.30.161(5) that reads:

*Ordinary maintenance and repair may be made to a non-conforming structure or a structure in which a non-conforming use is conducted.*

Councilmember Johnson referred to the 2-year provision for reconstruction and asked when the 2-year period begins. Community Development Director Caldwell explained the time begins with the date the casualty occurs and goes to the date the building permit is issued.

Mayor Thompson opened the public hearing to receive public comment on the proposed ordinance amendment.

Debi August, Realtor representing Kent and Suzanne Lende addressed the Council and said she was very much in favor of the amendment to the non-conforming use regulations. She said her clients are in the process of selling their property which is the former Lende Residential Care Home and they need to do some repairs. She said she was present at the last Planning Commission meeting and commented that it was a pleasure to listen to the community development director and planning commissioners and see how they obviously care about citizens.

Mayor Thompson referred to Section 17.30.160(6) where it refers to RDMC 17.30.050 concerning domestic animals appurtenant to residential uses and asked what 17.30.050 pertains to. Community Development Director Caldwell explained that language already exists in the Code and is not being amended at this time.

Motion was made by Woodall/Johnson to introduce Ordinance No. 301-2013 *Amending the Non-Conforming Regulations, Section 17.30.160 of the Rio Dell Municipal Code*. Motion carried 4-0; with Councilmember Wilson abstaining.

Public Hearing/Review Draft Circulation Element and Continue Consideration of the Draft Circulation to the Meeting of June 18, 2013

Community Development Director Caldwell provided a staff report and said the Draft

Circulation Element was presented to the Planning Commission and after some proposed revisions; they are recommending approval by the City Council. He said the intent at this time is to present the draft to Council for review and discussion and bring it back on June 18, 2013 for further discussion and consideration.

Community Development Director Caldwell presented maps of the Circulation Diagram including trails.

Mayor Thompson opened a public hearing to receive public comment on the Draft Circulation Element.

Sharon Wolff asked if she could obtain a copy of the Circulation Diagram; Community Development Director Caldwell said he would provide her a copy.

Mayor Thompson stated that he thought it was an excellent idea to include implementation CE 1-2.c encouraging Caltrans to redesign the Highway 101 southbound off-ramp at Wildwood Avenue to provide for a perpendicular intersection with Wildwood Avenue in order to improve visibility and reduce the number of vehicles that run the stop sign.

Community Development Director Caldwell commented that this was included at the suggestion of the Chief of Police and as recommended by the Traffic Committee. He said he will be drafting a letter to Caltrans asking them to consider the recommendation.

Motion was made by Woodall/Marks to continue consideration of the Draft Circulation Element to the meeting of June 18, 2013. Motion carried 5-0.

## **REPORTS/STAFF COMMUNICATIONS**

City Manager Stretch stated he would like to schedule a Budget Study Session the following week. The Study Session was scheduled for Tuesday, May 11, 2013 at 4:30 p.m.

He then reported that GHD is working on a long term fix for the water infiltration gallery and that they discovered a grant opportunity through California Department of Public Health with an application deadline of July 8, 2013. He said they are working on putting together the application and if necessary will be exploring other grant opportunities for the water infiltration gallery modifications.

He also reported that in regard to the Wastewater Treatment Plant Upgrade and Disposal Project, the City's consultants are pushing Caltrans to issue the permit for tunneling through the river and hopefully it will be secured by the next council meeting. He commented that the project is not on hold and that staff is currently working with the Inspection Engineer working on the WWTP Project to engage his services for the Wildwood Ave. Streetscape Project and the Safe Routes to

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School Project. He said he had indicated that he is willing to provide inspection services for those two projects free of charge since he is here for the Wastewater Project anyway. He noted that \$39,000 was budgeted for inspection services on the Wildwood Ave. Streetscape Project and \$13,000 on the Safe Routes to School Project. The extra funds could to be utilized for other project purposes.

Finance Director Beauchaine stated she had nothing to report at this time.

Councilmember Marks asked about the status of the audit; Beauchaine said the audit has been completed and the auditors are scheduled to be here on June 18, 2013.

Chief of Police Hill reported on recent activities in the police department and said Officer Lungi was attending ICI Training and will be back on June 14<sup>th</sup>. He said once he completes the training, his entire department will have completed the training. He said the police department applied for a Homeland Security grant for a radar message trailer and officer protection equipment.

Community Development Director Caldwell reported on recent activities in the community development department and reported he received the first rendering of the proposed Dollar General Store and because of the City's recently adopted Design Review Guidelines, were able to require a better design. He said he will be meeting with Water/Roadways Superintendent Jensen and City Engineer Perry to discuss drainage in regard to the project.

Community Development Director Caldwell also reported that the proposed DANCO Project for construction of 26 cottages as a pocket neighborhood was moving along, he updated the City's Business License Application forms and Encroachment Permit Application to comply with the current code; said he was in contact with Norm Erlich from River's Edge R.V. Park asking that he obtain an Encroachment Permit and sign a Hold Harmless Agreement in regard to signs they have placed on City property.

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Marks asked if DANCO will be required to provide street improvements on Rigby Ave.; Community Development Director Caldwell said they will be doing street improvements and also some storm drain repairs.

Councilmember Johnson commented that he received the mailer the City sent out to residents and wanted to commend City staff for keeping citizens informed on what is going on in the City.

Councilmember Woodall stated she went out with the Community Development Director today and took pictures of properties in need of repair or maintenance and said she was pleasantly surprised to see that overall properties are being maintained much better than in the past. She said she has always been a strong supporter for the adoption of a Rental Inspection Program but

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after taking a closer look she feels that stronger enforcement is all that is needed. She encouraged other councilmembers to go out and take a closer look at properties.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:05 p.m. to the June 11, 2013 Budget Study Session at 4:30 p.m.

Attest:

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Jack Thompson, Mayor

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
STUDY SESSION  
JUNE 11, 2013  
MINUTES**

Study Session of the Rio Dell City Council was called to order at 4:30 p.m. by Mayor Thompson.

**ROLL CALL:** Present: Mayor Thompson, Councilmembers Johnson, Marks, Wilson and Woodall

Others Present: City Manager Stretch, Chief of Police Hill, Finance Director Beauchaine, Water/Roadways Superintendent Jensen, Wastewater Superintendent Chicora, Community Development Director Caldwell and City Clerk Dunham

**STUDY SESSION MATTERS**

Preliminary Budget Review – Fiscal Year 2013-2014

City Manager Stretch began by explaining the plan is to go through the entire Draft 2013-2014 Budget this evening, continue the matter to the June 18, 2013 regular meeting for public hearing, and to come back with the final budget and approval at a special meeting during the week of June 21, 2013.

City Manager Stretch commented that since this was his first time preparing the City's budget, he took the information available and went through every line item and expenditures and took a fairly conservative approach. He said Finance Director Beauchaine went through the revenues and also took a conservative approach.

In reviewing the budget process, City Manager Stretch said budget worksheets were submitted by each department which he reviewed and discussed with each department head. He stated there were no areas of disagreement within the departments.

City Manager Stretch noted the draft budget includes a 3% salary adjustment across the board; predicated on the \$60,000 COPS funding.

City Manager Stretch proceeded with review of the budget contents including the Reserve Balance Narrative, the Projected Reserve Balance Summary, Revenue Narrative, Budget Summary by Department, and Capital Expenditures and Special Projects. He added that there are no changes proposed in the position allocation table, currently at 17.75 positions.

He stated the purpose of the Reserve Balance Summary is to project the beginning reserve balance for each fund and then, based on the budget recommendations, prepare an estimate of the ending reserve balance at the end of the fiscal year.



Councilmember Wilson referred to narrative for Fund 43 *Vehicle Abatement* and asked for clarification on the \$1.00 collected through vehicle registration for vehicle abatement. City Manager Stretch explained this was done in the past and that the County does have a Vehicle Abatement Fund with funds generated from vehicle registration and that the City will be approaching them for a share of that revenue.

Councilmember Wilson said he recalled that the State was required to install new software in order to calculate the funds owed to the various cities and then change back to the old software or something to that effect. He said he understood at the time that each City would have to go after those funds.

Councilmember Wilson then referred to Fund 92 *Animal Care Facilities* and asked if the City had plans to construct a temporary shelter to house animals until such time they are transported. Chief Hill explained it is no longer necessary with the recent contract with the City of Fortuna for animal care services.

Councilmember Woodall asked if the *Spay & Neuter Fund 93* is currently being utilized. City Manager Stretch said it has not been used for at least the last couple of years and said one idea would be to establish a spay/neuter program. Councilmember Woodall asked if the \$500 in Fund 92 could be used for that purpose. City Manager Stretch said the two funds cannot be co-mingled.

Mayor Thompson asked if those funds could be used to pay for veterinary care for injured animals that are taken for treatment. Chief Hill said the intent of the fund is strictly for spaying and neutering of animals. City Manager Stretch said staff will be requesting the balance in Fund 92 (\$500) be transferred to General Fund for the purpose of funding animal control services.

Councilmember Woodall asked if funds in the *Parks & Recreation Fund 15* generated from assessments related to Planned Development projects can be used for maintenance of existing parks. Community Development Director Caldwell said under the Quimby Act, the funds can only be used for park land acquisition and development.

Councilmember Woodall questioned the allowable expenditures under *Recycling Fund 74*. City Manager Stretch said the City sponsors recycling events throughout the year and that there are a number of expenditures that would qualify due to their recycled material content.

Councilmember Johnson asked if the City will be applying for the \$5,000 Department of Conservation grant and if staff anticipated receiving it. City Manager Stretch said the application is on his desk and the \$5,000 is included in the \$6,900 projected revenue.

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City Manager Stretch continued with review of the Projected Reserve Balance Summary by Fund and stated under the City Council's policy, the minimum reserve balance is established at 15-30%.

He explained that the projected General Fund reserve balance as of July 1, 2013 will be \$1,181,743; revenues for the year projected at \$818,636 and expenditures projected at \$867,089. Therefore, the projected General Fund Reserve Balance at the end of the year is expected to be reduced to \$1,133,290 which is well within the minimum reserve balance requirement.

City Manager Stretch went on to report that staff was having difficulty meeting the minimum reserve balance for the Water Fund due to much needed capital expenditures. He added that the Water Capital Reserve Fund balance of \$340,659 projected for the beginning of the year is totally inadequate to meet the future infrastructure need of the system and there are a number of capital expenditures recommended that will reduce the Reserve balance for this fund to zero. He indicated the minimum reserve balance in the Water Fund is \$80,002. Finance Director Beauchaine pointed out that the \$80,000 is only if an emergency has been declared; otherwise the minimum reserve balance is \$160,004. City Manager Stretch said there is an emergency that exists in the Water Department which he will explain later on in the discussion.

Gary Chapman, present in the audience, commented that he was pleased to see all positive numbers in the budget.

City Manager Stretch continued with review of the Budget Summary by Department and Fund. He said the projected revenues for the year for all funds totals \$7,239,319 and projected expenditures total \$7,442,209, requiring a transfer from various reserve funds of \$202,889 to balance the budget.

Finance Director Beauchaine proceeded with review of the Revenue Budget. She reported projected Operating revenue of \$2,379,793 and Capital of \$4,859,526 for a total Revenue Budget of \$7,239,319. She reported that the most significant change to this year's revenue budget is the elimination of the Cops Hiring Recovery Program (CHRP) Grant which has partially funded one police officer position for the past three years. She said this amounts to a reduction of approximately \$55,000. Other noted changes included a 22% increase in Gas Tax projections, a slight increase in Building Fees, the annual 3% increase in Water and Sewer fees, and a Property Tax Administration Fee Legal Settlement in the amount of \$30,554 as one- time revenue.

Mayor Thompson asked if the Gas Tax increase was the result of increased gas sales within the City. Finance Director commented that the distribution is actually based on various factors. City Manager Stretch said the distribution is based on population, the number of registered vehicles in Rio Dell, and the number of maintained miles of roads in the City.

**JUNE 11, 2013 MINUTES**  
**Page 4**

Finance Director Beauchaine pointed out that the projected Sales Tax Revenue was down from the previous year but with the proposed construction of the Dollar General, it is expected that the revenue will increase significantly. She said in taking the conservative approach, she did not include the projected revenue since the date for construction has not been determined.

Councilmember Johnson noted that there are no projected revenues for Water Connections (4620) or Sewer Connections (4520). City Manager Stretch said he noticed the amounts were left out and said he will include those amounts with the final budget adjustments.

Councilmember Wilson asked where staff is in regard to the proposed sewer connection fee increase. Finance Director Beauchaine said the item will be on the June 18, 2013 agenda for consideration and that she did not include the increase in the sewer revenue projections. She noted that if the increase is approved as proposed, we will see an over realization at the end of the year. She indicated that staff will most likely come back to the Council later in the year for a budget adjustment once the projects are further along.

Councilmember Marks commented on the increased revenue for *Shut-Off Fees (4635)* and asked if there is a problem with customers' ability to pay their utility bills. Finance Director Beauchaine said as the rates increase the late fee revenue also increases.

Councilmember Johnson asked if *Bad Debt (5610)* is related to water and sewer bills. Finance Director Beauchaine said that it is.

Mayor Thompson suggested some thought be given to reducing the amount of bad debt.

Moving on to Departmental Budgets, City Manager Stretch noted the City Council budget was increased by \$2,463; \$1,595 to cover the share of property and liability insurance, and approximately \$1,000 for Council Member attendance at out of the area meetings.

Councilmember Woodall commented that the amount proposed for Council Member travel is not enough to cover attendance of 2 council members at the League of California Cities Annual Conference. She pointed out that four years ago she and Mayor Thompson attended the Annual Conference in Sacramento and the cost was around \$2,000-\$3,000 then.

Mayor Thompson expressed the desire to support council members attending at least the quarterly League of California Cities (LOCC) meetings and suggested a separate line item be included specifically for the LOCC meetings; perhaps \$3,000. City Manager Stretch agreed to calculate the cost of attending LOCC meetings and bring it back to the Council for further consideration.

Next was review of the City Manager budget. City Manager Stretch reported a significant increase from the prior year primarily due to increasing the City Manager's hours from ½ time to ¾ time; and an increase in hiring costs for the recruitment of the new City Manager. He said he is also proposing an increase in *Contract/Profession Services (5115)* for a total compensation study as a follow-up to the 2010 study. He said with the results of the 2010 study, staff was reduced by 27% thus reducing expenditures. Also the pay scale was increased to 85% of the median total compensation of 8 comparable agencies. He said the follow up report will be essential in informing the Council of the progress in total compensation that has been made over the past 2 years and be valuable information in the contract negotiation process with employees.

Mayor Thompson noted that other jurisdictions would not provide the City with their total compensation figures without the City agreeing to provide them with a copy of the final report. He said if those cities have done recent compensation studies, we may be able to get a copy of their report. City Manager Stretch said he will make an inquiry at the next City Manager meeting.

Councilmember Wilson commented that the City Manager has expressed the need for a full-time City Manager and pointed out that the proposed budget reflects a ¾ time position.

Mayor Thompson pointed out that there is nothing budgeted under *Meetings (5129)*. City Manager Stretch directed the Council's attention to *Training/Conferences (5122)* with a proposed budget amount of \$4,000. Finance Director Beauchaine said the 5129 account has not been used in some time and that it was originally set for meeting costs such as snacks and beverages.

City Manager Stretch stated that the amount in 5122 may need to be increased depending on what amount the City Council agrees to budget for City Council travel since the City Manager may want to attend LOCC meetings with Council members.

City Manager Stretch said another line item the Council may want to take a look at is *Automobile Transportation (5123)* for the City Manager. He said currently the City Manager is provided with a monthly automobile allowance without regard to actual miles traveled. Should the City acquire an administration vehicle as proposed, that allowance could be reduced to perhaps zero.

Next was review of the Planning Department budget. City Manager Stretch noted the net cost to the General Fund for Planning activity is \$137, 414; representing a reduction of \$5,236 from the prior year.

Councilmember Wilson asked if the budget includes funding for the Community Development Director to attend conferences and enough to purchase the software for

**JUNE 11, 2013 MINUTES**  
**Page 6**

planning data. City Manager Stretch noted that \$1,500 was budgeted for *Travel/Conferences (5122)* which is a little less than what was requested. Community Development Director Caldwell commented that he had suggested the City purchase CD data software but since he has a good relationship with the County, he utilizes their services when possible.

Next was review of the Building Department budget. City Manager Stretch stated that as a general rule, building permit and plan check fees totally cover the cost of providing the service however, this is not the case with Rio Dell. He noted that 25% of the City Clerk's salary and benefits are included in the Building Department budget. With 80% of all Building and Plan Check revenue being paid to the contract building inspector, there is a shortfall of approximately \$21,000 which the General Fund has to pick up. He added that revenue projections from one year to the next based on building activity is difficult to predict.

City Manager Stretch asked for Council direction with regard to establishing some kind of building administration fee or some other approach to increase revenue for the building department.

Councilmember Johnson asked what fees are being charged by other jurisdictions that the City is not charging. City Manager Stretch commented that the City's overall building fees are lower than other local jurisdictions. He offered to bring back possible options in attempt to close the gap between revenue and expenditures in the building department. Council concurred.

Moving on to the Finance Department budget, City Manager Stretch reported the proposed budget for the Finance Department is down from the prior year by \$31,980 primarily due to the property tax reduction from the County as a result of the recent court order.

Councilmember Johnson asked if the finance department is currently using Accufund and if the budget documents were produced by that software program. Finance Director Beauchaine said the City's accounting program is Accufund however the budget documents were generated using Excel spreadsheets.

Mayor Thompson asked how overtime salaries are determined. Finance Director Beauchaine said finance department staff is sometimes required to work overtime due to the reduction of 1 staff person but the overtime expense will drop when the vacant position is filled.

Councilmember Wilson asked for a breakdown of the \$4,500 budgeted for *Training/Conferences (5122)*. Finance Director Beauchaine explained that cost will cover her attendance at 6 SCORE meetings, the CSFMO conference, and Accufund training on the report writer module.

Mayor Thompson stated he would like to see a listing of all Accufund modules whether they are currently being used or not. Finance Director Beauchaine pointed out that we only pay for the modules that are being used.

In reviewing the Recycling Department budget, City Manager Stretch said the only noted change is in how the salaries are allocated stating that the City Manager picked up many of the duties of the recycling department until such time a portion of the program administration can be handled by contract.

City Manager Stretch then stated that there are no recommended expenditures under General Government as this department is being phased out.

City Manager Stretch reported the proposed Police Department budget reflects a slight increase from the prior year. He noted that vehicle repairs and fuel are expected to decrease with the purchase of 2 new police vehicles.

Councilmember Marks asked what type of police vehicles are being purchased and if they can be leased rather than purchased. Chief Hill commented that the problem with leasing is that government leased vehicles cannot be turned back in at the end of the lease.

Councilmember Johnson asked the Chief if he has a plan for replacement of the remaining fleet. Chief Hill said the plan is to hopefully purchase 2 more vehicles in 2 years. He said as time goes on, a schedule needs to be established. He said it is cost prohibitive to purchase all new vehicles at once.

Mayor Thompson questioned *Vehicle Abatement (5193)*. Chief Hill stated that he just learned that there are some reimbursements available for vehicle abatement and as a result he will be re-visiting the Vehicle Abatement Program. He pointed out that not every vehicle towed falls under the program.

Councilmember Marks asked what the reason is for the reduction of *Police Booking Fees (5305)*. Chief Hill explained that with the reduction in staff there are fewer arrests.

Mayor Thompson called for a brief recess at this time, 6:18 p.m.

The meeting reconvened at 6:25 p.m.

Moving on to Public Works, City Manager Stretch explained the Public Works Summary budget combines all of the costs for the year for all public works activities which includes Water, Sewer and Streets. He said the combined recommended budget totals \$868,563. He noted both Water Operations Fund 60 and Water Capital Fund 61 are extremely underfunded which can only be corrected with a water rate adjustment. In 2010 Winzler & Kelly prepared an Assessment Management Plan and Preliminary Capital Improvement Plan for the Water

Department recommending the rates be adjusted by \$28-\$29 per month in order provide \$400,000 per year for capital improvements but that recommendation was not implemented. He said included in *Maintenance and Repair (5135)* line item is \$10,000 for the cleaning of all water tanks, and \$45,000 for maintenance and repair of the water system. Also under *Equipment (5139)*, \$3,500 is budgeted for the purchase of a used air compressor and jack hammer.

Mayor Thompson suggested the Council come up with a creative way to adjust water rates so that customers aren't hit with a big increase all at once.

Councilmember Marks commented that she already hears complaints from citizens about the 3% annual increase.

Councilmember Johnson said he would like to see the water rate structure tied to major purchases. As an example he noted that if the rates are increased \$5.00 per month, with 1,150 customers, it will take approximately five years to buy a vector truck.

Water/Roadways Superintendent Jensen commented that a new clarifier is the most crucial need in the water department at the moment and fixing the infiltration gallery and expanding the clarifier is key to producing enough water to keep up with the demand.

City Manager Stretch reiterated the importance of adjusting the rate structure to start capitalizing the water system.

Councilmember Marks asked if the existing clarifier has any value; Water/Roadways Superintendent said the clarifier is outdated and probably has little or no value.

Councilmember Johnson asked when the Council will be reviewing the rate structure; City Manager indicated it will be coming before the Council sometime after adoption of the budget.

Moving on to the Sewer Department budget, City Manager Stretch said there is not much change from the prior year except the *Natural Gas Account (5151)* was increased to \$7,500 to cover the cost to run the new sludge dryer.

City Manager Stretch reported much like the Sewer Department budget, there are no significant changes proposed in the Streets Operations budget. He said \$15,000 was budgeted for street patching and culvert replacement. Also under the *Engineering (5514)* line item, \$35,000 was budgeted for GHD's monthly attendance at the Transportation Advisory Committee and general engineering services related to the street system. He said the Capital Expenditure budget includes approximately \$85,000 for street resurfacing and \$50,000 for striping. He noted that the street reserves will be reduced by \$90,000 but the remaining balance will still fall within the required threshold.

Councilmember Wilson questioned the attendance of the city engineer at the Transportation Advisory Committee meetings; City Manager Stretch said because of his attendance, the City was successful in securing grant funding for street projects.

City Manager Stretch then provided a review of Capital and Special Projects and said projects and expenditures include \$23,640 for acquisition of 1 administrative vehicle to be utilized by any department with the initial cost of the vehicle to be shared among the various funds; and \$62,000 for a Drainage Study for Ogle/Belleview. He stated the City applied for a \$100,000 CDBG grant for the topographic work and a drainage study. The city engineer is estimating it will take between \$40,000-\$62,000 for additional work in order to get the project "shovel ready" for the 2014-2015 grant application period.

Councilmember Wilson asked how much of the \$23,640 for an administrative vehicle will be offset; City Manager Stretch pointed out that the vehicle allowance provided to the City Manager could be eliminated as well as mileage paid to employees for driving their personal vehicle to conferences and meetings. He noted that there will be a charge per mile for the various departments who use the vehicle to cover maintenance and depreciation.

City Manager Stretch reported there was a list of 12 Capital Expenditures proposed for this budget with the expense to be shared between Water, Sewer and Streets. He said 6 of those expenditures are being recommended which include: Riverside Dr. lateral replacement; an equipment building at the corporation yard; a used roller; a Bobcat with attachments; a standby generator for the infiltration gallery; and a used administration car. He noted that with the recommended expenditures, the Water Reserve balance will be reduced to \$39,687 at the end of the fiscal year.

Councilmember Wilson asked where the standby generator will be housed; Water/Roadways Superintendent Jensen said it will be located in the pump control building and will be able to run (1) 30hp pump and (2) 15hp pumps.

Councilmember Johnson then asked for the background regarding the Riverside Lateral Replacement Project. Water/Roadways Superintendent Jensen explained in 2006 the City replaced the water lines and ran out of funding before all of the laterals could be replaced. The previous quote was \$600 per service and the quote now is \$1,000 per service. He said there are approximately 25 laterals that need to be replaced at a total cost of \$35,000-\$38,000.

City Manager Stretch indicated that this amount is within the Public Works Director's authority to proceed.

Discussion continued regarding lease-purchase options; and the feasibility of running a cable to connect the standby generator to additional pumps.



**JUNE 11, 2013 MINUTES**  
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City Manager Stretch reported the Sewer Fund Capital Expenditures is much like the Water Fund with the exception of a used Public Works van for the camera system so it has a permanent home rather than having to lift it in and out of a truck each time it is used.

Councilmember Johnson commented that a van is the perfect vehicle for the camera system and that it protects it from the elements. He then referred to Capital Projects and Programs and pointed out that the 5-yd. dump truck for Public Works was included in the budget and he understood it would not be budgeted for this year.

City Manager Stretch said he was correct and that line item will be removed as intended.

Lastly, City Manager Stretch reported that although there is not a Contributions budget, there is a request from the Rio Dell/Scotia Chamber of Commerce for \$6,250 for a portion of the cash match required in order to receive a \$24,725 grant from the Headwaters Fund for a local business incubator program. He said he had a conversation with a Chamber representative and he suggested they make a presentation to the City Council at their June 18, 2013 regular meeting. Likewise, when the restrooms were constructed at Fireman's Park, the City agreed to allocate \$50.00 per month contribution to the Fire Department for maintenance of the restrooms with the understanding that it was a one-time contribution. The Council did however; approve the same contribution the following year. He reported that these monies are not included in the draft budget as presented and that no request has been made from the Fire Department at this time. He said that he notified the Fire District of the termination of the agreement and informed them they could state their case to the City Council at the June 18, 2013 meeting.

Councilmember Woodall questioned the prior contribution given to the Chamber. Finance Director Beauchaine explained that it was her understanding that Jim Rich terminated the agreement on behalf of the Chamber, when they were asked to provide financial documentation.

Mayor Thompson mentioned the possibility of the City obtaining reserve osmosis and solar grants for the water department. City Manager Stretch commented that he had spoken to 2 consultants who thought it would be a good idea but it will take some time to work out the details. He said under Prop 39 there is a special category that will provide funding to make schools more energy efficient and with the school being one of the emergency response locations the idea is to attach all emergency response locations to the same grid. He indicated the information is very new and requires much more research.

Mayor Thompson announced there will be a Household Hazardous Waste Collection Day in Fortuna on Saturday, June 29<sup>th</sup> from 9:00 – 2:00.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:34 p.m. to the June 18, 2013 regular meeting.

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Jack Thompson, Mayor

ATTEST:

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Karen Dunham, City Clerk

675 Wildwood Avenue  
Rio Dell, Ca 95562  
(707) 764-3532



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
June 18, 2013**

TO: Mayor and Members of the City Council  
THROUGH: Jim Stretch, City Manager  
FROM: Stephanie Beauchaine, Finance Director  
DATE: June 14, 2013  
SUBJECT: **Annual Adjustment to Eel River Disposal Rates**

**RECOMMENDATIONS**

Approve the proposed rate adjustment with Eel River Disposal and accept it as an amendment to the Solid Waste Franchise Agreement Effective July 1, 2013.

**BACKGROUND AND DISCUSSION**

The Solid Waste Franchise Agreement with Eel River Disposal (ERD) includes a provision for an annual CPI adjustment to the Collection and Disposal rates. As documented in Exhibit A-1, the new disposal rate per ton totals \$111.74, an Increase of \$3. \$0.18 of the disposal increase per ton is attributable to the 75% CPI adjustment from ERD, the other \$3.75 per ton are pass through costs from Humboldt Waste Management Authority. This per ton increase is then applied to the disposal rates listed in Exhibit A. Each of the Rates listed in Exhibit A represent a percentage of the 1 ton rate calculated in Exhibit A-1.

In addition to disposal rate changes, a CPI adjustment has been applied to the collection rate pursuant to contract. The new disposal rates can be found on Exhibit B, along with last year's rates that were increased by 1.6% to create the new rate structure.

Exhibit C details the combined rate which is simply the disposal rate by size plus the collection rate by size. The two added together total the combined rate. (Exhibit A + Exhibit B= Exhibit C).

In addition to the rate schedules, Exhibit E is attached to demonstrate the breakdown of the per ton rate by size as a percentage of 1 ton.

Staff have run the calculations and verified the accuracy of the proposed rate increase.

**BUDGETARY IMPACT**

Cost adjustments are borne by the service user.

**ATTACHMENTS:**

ERD Letter 5/23/2013  
Exhibit A-I Disposal Rate by Ton  
Exhibit A Disposal Rates  
Exhibit B Collection Rate  
Exhibit C Combined Rate  
Exhibit D CPI Table  
Exhibit E Disposal Rate by Size



May 23, 2013

City of Rio Dell  
Mr. Jim Stretch  
675 Wildwood Ave  
Rio Dell, Ca., 95562

RE: Rate increase to be effective 7-1-13

Dear Jim:

Please find enclosed new rate sheets reflecting our proposed rate change based upon the CPI, this year the change is +1.6 % . There was also an increase in the disposal rate, last year the rate was \$ 107.61 per ton and this year it is \$ 111.73 per ton. The rate change should be effective July 1, 2013.

If you should have any questions I can be reached at 725-5156.

Sincerely,

Karen Smith  
Office Manager

# RIO DELL

## ERD FEES:

ERD Labor Cost	\$7.00 75 % of CPI
ERD Operation	\$4.33 75 % of CPI
ERD State Fee	\$0.76 75 % of CPI
ERD Local Cost Assistance	-\$10.59 75 % of CPI
ERD Capital Cost	\$5.88 FIXED FEE
ERD Return on Investment	\$6.62 75 % of CPI

## HW:

Oper	\$28.69
Indir	\$10.53

Pay	\$19.22
-----	---------

Cap	\$12.77
-----	---------

Trans	
-------	--

Land	
------	--

Hou	\$6.19
-----	--------

Cou	\$4.93
-----	--------

Tab	\$0.50
-----	--------

Cou	\$2.66
-----	--------

Clea	\$0.57
------	--------

Cun	\$4.67
-----	--------

Cou	\$2.76
-----	--------

Adn	\$3.10
-----	--------

Other	\$1.15
-------	--------

\$111.74

# City of Rio Dell

## Disposal Rates EXHIBIT A

111.73 Per Ton  
Effective 7-1-13

**Bag Service**  
Regular                      **1 Bag**  
\$1.88

**Monthly Rate**  
**20-Gallon Can**                      **1 Can**  
1xWeekly                      \$5.10

<b>Monthly Rate</b>	<b>1 Can</b>	<b>2 Cans</b>	<b>3 Cans</b>	<b>4 Cans</b>
<b>32-Gallon Can</b>				
1xWeekly	\$8.15	\$16.31	\$24.46	\$32.62
2XWeekly	\$16.31	\$32.62	\$48.93	\$65.23

<b>Monthly Rate</b>	<b>1 Yard</b>	<b>1.5 Yard</b>	<b>2 Yard</b>	<b>3 Yard</b>	<b>4 Yard</b>	<b>6 Yard</b>	<b>8 Yard</b>
<b>Bins No Rental</b>							
1xWeekly	\$51.47	\$77.21	\$102.95	\$154.42	\$205.90	\$308.85	\$411.79
2xWeekly	\$102.95	\$154.42	\$205.90	\$308.85	\$411.79	\$617.69	\$823.59
3XWeekly	\$154.42	\$231.63	\$308.85	\$463.27	\$617.69	\$926.54	\$1,235.38

# City of Rio Dell

Collection Rate  
EXHIBIT B

Bold numbers  
effective 7-1-13

1.016

## Bag Service Regular

1 Bag  
\$4.35

**\$4.42**

## Monthly Rate 20-Gallon Can 1xWeekly

1 Can  
\$14.81

**\$15.05**

## Monthly Rate 32-Gallon Can 1xWeekly 2XWeekly

1 Can	2 Cans	3 Cans	4 Cans
\$16.94	\$23.73	\$32.88	\$38.73
\$29.56	\$44.87	\$63.19	\$74.91
<b>\$17.21</b>	<b>\$24.11</b>	<b>\$33.41</b>	<b>\$39.35</b>
<b>\$30.03</b>	<b>\$45.59</b>	<b>\$64.20</b>	<b>\$76.11</b>

## Monthly Rate Bins No Rental 1xWeekly 2xWeekly 3XWeekly

1 Yard	1.5 Yard	2 Yard	3 Yard	4 Yard	6 Yard	8 Yard
\$28.58	\$42.85	\$57.20	\$85.82	\$114.36	\$171.62	\$229.37
\$51.00	\$85.17	\$113.68	\$170.43	\$227.57	\$340.95	\$454.64
\$85.82	\$127.82	\$170.43	\$255.78	\$340.95	\$511.39	\$682.26
<b>\$29.04</b>	<b>\$43.54</b>	<b>\$58.12</b>	<b>\$87.19</b>	<b>\$116.19</b>	<b>\$174.37</b>	<b>\$233.04</b>
<b>\$51.82</b>	<b>\$86.53</b>	<b>\$115.50</b>	<b>\$173.16</b>	<b>\$231.21</b>	<b>\$346.41</b>	<b>\$461.91</b>
<b>\$87.19</b>	<b>\$129.87</b>	<b>\$173.16</b>	<b>\$259.87</b>	<b>\$346.41</b>	<b>\$519.57</b>	<b>\$693.18</b>

## Bin Rental

1 Yard	1.5 Yard	2 Yard	3 Yard	4 Yard	6 Yard	8 Yard
\$19.06	\$21.69	\$24.38	\$29.74	\$34.98	\$46.01	\$53.63
<b>\$19.36</b>	<b>\$22.04</b>	<b>\$24.77</b>	<b>\$30.22</b>	<b>\$35.54</b>	<b>\$46.75</b>	<b>\$54.49</b>



# City of Rio Dell

Combined Rate  
EXHIBIT C

To be effective 7-1-13

**Bag Service**                      **1 Bag**  
Regular                              \$6.30

**Monthly Rate**  
**20-Gallon Can**                      **1 Can**  
1xWeekly                              \$20.14

**Monthly Rate**  
**32-Gallon Can**                      **1 Can**      **2 Cans**      **3 Cans**      **4 Cans**  
1xWeekly                              \$25.37      \$40.42      \$57.87      \$71.97  
2XWeekly                              \$46.34      \$78.21      \$113.13      \$141.34

**Monthly Rate**  
**Bins No Rental**                      **1 Yard**      **1.5 Yard**      **2 Yard**      **3 Yard**      **4 Yard**      **6 Yard**      **8 Yard**  
1xWeekly                              \$80.51      \$120.75      \$161.06      \$241.62      \$322.09      \$483.21      \$644.83  
2xWeekly                              \$154.76      \$240.96      \$321.40      \$482.00      \$643.00      \$964.10      \$1,285.50  
3XWeekly                              \$241.62      \$361.50      \$482.00      \$723.14      \$964.10      \$1,446.11      \$1,928.56

**Bin Rental**                              **1 Yard**      **1.5 Yard**      **2 Yard**      **3 Yard**      **4 Yard**      **6 Yard**      **8 Yard**  
                                         \$19.36      \$22.04      \$24.77      \$30.22      \$35.54      \$46.75      \$54.49

# Databases, Tables & Calculators by Subject

FONT SIZE:  

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From: 2003 To: 2013 GO

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Data extracted on: May 21, 2013 (1:49:42 PM)

## Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0  
Not Seasonally Adjusted  
Area: U.S. city average  
Item: All items  
Base Period: 1982-84=100

Download:  .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2003	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3	184.0	183.3	184.6
2004	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3	188.9	187.6	190.2
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8	195.3	193.2	197.4
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	201.6	200.6	202.6
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036	207.342	205.709	208.976
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	215.303	214.429	216.177
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949	214.537	213.139	215.935
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	218.056	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	224.939	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	229.594	228.850	230.338
2013	230.280	232.166	232.773	232.531											

## 12-Month Percent Change

Series Id: CUUR0000SA0  
Not Seasonally Adjusted  
Area: U.S. city average  
Item: All items  
Base Period: 1982-84=100

Download:  .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2003	2.6	3.0	3.0	2.2	2.1	2.1	2.1	2.2	2.3	2.0	1.8	1.9	2.3	2.5	2.0
2004	1.9	1.7	1.7	2.3	3.1	3.3	3.0	2.7	2.5	3.2	3.5	3.3	2.7	2.3	3.0
2005	3.0	3.0	3.1	3.5	2.8	2.5	3.2	3.6	4.7	4.3	3.5	3.4	3.4	3.0	3.8
2006	4.0	3.6	3.4	3.5	4.2	4.3	4.1	3.8	2.1	1.3	2.0	2.5	3.2	3.8	2.6
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.8	3.5	4.3	4.1	2.8	2.5	3.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1	3.8	4.2	3.4
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7	-0.4	-0.6	-0.1
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	1.6	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	3.2	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.1	2.3	1.8
2013	1.6	2.0	1.5	1.1											

### TOOLS

Areas at a Glance  
Industries at a Glance

### CALCULATORS

Inflation  
Location Quotient

### HELP

Help & Tutorials  
FAQs

### INFO

What's New  
Careers @ BLS

### RESOURCES

Inspector General (OIG)  
Budget and Performance

## EXHIBIT E

SIZE	TON	RATE	Rate/cont.	Monthly Rate	Rate w/FF	Monthly Rate w/ff
1#/GAL-202#/YD						
20 Gallon	0.01	111.73	1.12	4.84	1.18	5.10
32 Gallon	0.016	111.73	1.79	7.75	1.88	8.15
40 Gallon	0.02	111.73	2.23	9.68	2.35	10.19
64 Gallon	0.032	111.73	3.58	15.49	3.76	16.31
1 Cu Yd	0.101	111.73	11.28	48.90	11.88	51.47
1.5 Cu Yd	0.1515	111.73	16.93	73.35	17.82	77.21
2 Cu Yd	0.202	111.73	22.57	97.80	23.76	102.95
3 Cu Yd	0.303	111.73	33.85	146.70	35.64	154.42
4 Cu Yd	0.404	111.73	45.14	195.60	47.51	205.90
6 Cu Yd	0.606	111.73	67.71	293.40	71.27	308.85
8 Cu Yd	0.808	111.73	90.28	391.20	95.03	411.79

*Rio Dell City hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodelcity.com*



June 18, 2013

TO: Honorable Mayor and City Council  
FROM: Jim Stretch, City Manager  
SUBJECT: Grant Application for Infiltration Gallery Modification

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to work with GHD (Engineering) to identify potential grant sources for the modifications of the fresh water infiltration gallery in the Eel River; to be approved by the City Council.

BACKGROUND AND DISCUSSION

GHD is presently working for the City with the various State and Federal agencies to secure the necessary permits and prepare the required CEQA documents for the emergency maintenance of the infiltration gallery this summer. While engaged in this work, and due to very low flow levels in the river this year, it appears to them that a permanent modification of the infiltration gallery may be required for the long term. In that regard, GHD has identified several potential funding sources for the City to approach, beginning now.

For example, the California Department of Public Health, Safe Drinking Water Revolving Fund is a potential grant source with a pre-application filing deadline of July 8, 2013. They have also identified 5 other possibilities; some grants and others loans that should be researched.

The question that arises is whether the City should be pursuing a long term solution for the gallery at the same time that a short term emergency fix is underway. We believe that the answer should be yes and that we should have GHD aggressively pursuing funding options for the City. We can expect a charge for this work up to \$1,200.



RON CHAPMAN, MD, MPH  
Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

## Notice of Availability 2013 Open Universal Pre-Application Safe Drinking Water State Revolving Fund

The California Department of Public Health (CDPH) is pleased to announce the availability of the **2013 Universal Pre-Application** for the CDPH Drinking Water Program(s). The Universal Pre-Application is the initial step in requesting funding for projects to correct public water system problems through programs administered by CDPH under the Safe Drinking Water State Revolving Fund (SRF) and other State funding programs.

Each pre-application received during the 2013 submission period will be evaluated and ranked by CDPH staff, and incorporated into the project priority list (PPL) for the SRF funding program. The draft PPL will be posted for public review before it is finalized. CDPH anticipates inviting those applicants, in a fundable category, to submit a full application in the fall of 2013.

To learn more about the CDPH Drinking Water Program and the 2013 Universal Pre-Application, please follow the links below.

<http://www.cdph.ca.gov/programs/Pages/DWP.aspx>

<http://www.cdph.ca.gov/certlic/drinkingwater/Pages/UniversalPreapplication.aspx>

The 2013 Universal Pre-Application will be available on-line on May 3, 2013. The link for the site will be as follows:

<http://drinc.des.ucdavis.edu/unipreapp>

**The deadline for submitting your Pre-Application is July 8, 2013.**

Please contact CDPH at (916) 449-5600 if you need assistance with the 2013 Universal Pre-Application.

---

Division of Drinking Water and Environmental Management  
P.O. Box 997377, MS 7418, 1616 Capitol Ave, Sacramento, CA 95899-7377  
(916) 449-5600 (916) 449-5656 Fax  
Internet Address: [www.cdph.ca.gov](http://www.cdph.ca.gov)

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675 Wildwood Avenue  
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: June 14, 2013

SUBJECT: Engagement of auditing services for Fiscal-Year 2012-2013

#### **RECOMMENDATION**

Authorize the City Manger to engage the auditing services of R.J. Ricciardi to complete the 2012-2013 Fiscal-Year Audit.

#### **BUDGETARY IMPACT**

None

#### **BACKGROUND AND DISCUSSION**

Last year the City issued an RFP for Auditing services and selected R.J. Ricciardi, Inc., to complete the 2011-2012 Audit. The original RFP provided that the City Council could extend the contract for up to two additional years.

At this time staff recommends the extension and engagement to include the 2012-2013 fiscal year audit.

June 12, 2013

Ms. Stephanie Beauchaine  
Finance Director  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

Dear Stephanie:

We are pleased to confirm our understanding of the services we are to provide City of Rio Dell for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the financial statements, of City of Rio Dell as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), and the statements of revenues, expenditures and changes in fund balance – budget and actual – for the general and major special revenue funds, to accompany City of Rio Dell's financial statements. As part of our engagement, we will apply certain limited procedures to City of Rio Dell's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it.

Supplementary information other than RSI, such as the schedule of expenditures of federal awards, also accompanies City of Rio Dell's financial statements. We will subject supplementary information to the auditing procedures applied in our audit of the financial statements and will provide an opinion on it in relation to the financial statements. Other supplemental information will be subject to certain limited procedures but will not be audited.

### Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of City of Rio Dell and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services. Management is responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.



### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements that could have a direct and material effect on each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Rio Dell's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*. OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs.

Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Rio Dell's major programs. The purpose of those procedures will be to express an opinion on City of Rio Dell's compliance with requirements that could have a direct and material effect on each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. Further, we understand that your employees will prepare all information we request in our Client Participation List in the format requested and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the government unit; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of R.J. Ricciardi, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of R.J. Ricciardi, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our estimated fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fee, including expenses will be \$14,800 for the audit and \$6,000 for the single audit (total - \$20,800) for June 30, 2013. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting additional services, our services will continue to be governed by the terms of this engagement letter.

Estimated fees for future years are as follows:

2014	\$14,800 for the audit, \$6,000 for single audit
2015	\$14,800 for the audit, \$6,000 for single audit

In addition to the estimated fees noted above, we reserve the right to invoice the City of Rio Dell at our standard hourly rates time incurred providing information to successor auditors in compliance with SAS. No. 84. Our invoices and related fees for this service will be payable upon presentation.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Rio Dell and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*R.J. Ricciardi, Inc.*

R.J. Ricciardi, Inc.  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Rio Dell:

Officer signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



David E. Vaughn CPA

(209) 957-8806 fax (209) 957-9559

4540 Gnekow Drive, Stockton, Ca. 95212-1307

## System Review Report

September 17, 2010

To the Owners,  
R.J. Ricciardi, Inc., CPAs  
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the auditing practice of R.J. Ricciardi, Inc., CPAs (the firm) in effect for the year ended May 31, 2010. My review was conducted in accordance with Standards for Performing and Reporting on Peer reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of performing and reporting with professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the auditing practice of R.J. Ricciardi, Inc., CPAs in effect for the year ended May 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. R.J. Ricciardi, Inc., CPAs has received a peer review rating of *pass*.

David E. Vaughn, CPA

June 12, 2013

Ms. Stephanie Beauchaine  
Finance Director  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

Dear Stephanie:

We are pleased to confirm our understanding of the services we are to provide City of Rio Dell for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the financial statements, of City of Rio Dell as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), and the statements of revenues, expenditures and changes in fund balance – budget and actual – for the general and major special revenue funds, to accompany City of Rio Dell's financial statements. As part of our engagement, we will apply certain limited procedures to City of Rio Dell's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it.

Supplementary information other than RSI, such as the schedule of expenditures of federal awards, also accompanies City of Rio Dell's financial statements. We will subject supplementary information to the auditing procedures applied in our audit of the financial statements and will provide an opinion on it in relation to the financial statements. Other supplemental information will be subject to certain limited procedures but will not be audited.

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of City of Rio Dell and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services. Management is responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements that could have a direct and material effect on each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Rio Dell's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*. OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs.

Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Rio Dell's major programs. The purpose of those procedures will be to express an opinion on City of Rio Dell's compliance with requirements that could have a direct and material effect on each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. Further, we understand that your employees will prepare all information we request in our Client Participation List in the format requested and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the government unit; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of R.J. Ricciardi, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of R.J. Ricciardi, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our estimated fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fee, including expenses will be \$14,800 for the audit and \$6,000 for the single audit (total - \$20,800) for June 30, 2013. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.



In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting additional services, our services will continue to be governed by the terms of this engagement letter.

Estimated fees for future years are as follows:

2014	\$14,800 for the audit, \$6,000 for single audit
2015	\$14,800 for the audit, \$6,000 for single audit

In addition to the estimated fees noted above, we reserve the right to invoice the City of Rio Dell at our standard hourly rates time incurred providing information to successor auditors in compliance with SAS. No. 84. Our invoices and related fees for this service will be payable upon presentation.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Rio Dell and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*R.J. Ricciardi, Inc.*

R.J. Ricciardi, Inc.  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Rio Dell:

Officer signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



David E. Vaughn CPA

(209) 957-8806. fax (209) 957-9559

4540 Gnekow Drive, Stockton, Ca. 95212-1307

## System Review Report

September 17, 2010

To the Owners,  
R.J. Ricciardi, Inc., CPAs  
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the auditing practice of R.J. Ricciardi, Inc., CPAs (the firm) in effect for the year ended May 31, 2010. My review was conducted in accordance with Standards for Performing and Reporting on Peer reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of performing and reporting with professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the auditing practice of R.J. Ricciardi, Inc., CPAs in effect for the year ended May 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. R.J. Ricciardi, Inc., CPAs has received a peer review rating of *pass*.


David E. Vaughn, CPA


675 Wildwood Avenue  
Rio Dell, Ca 95562  
(707) 764-3532



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
May 21, 2013**

TO: Mayor and Members of the City Council

THROUGH:  Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director 

DATE: May 14, 2013

SUBJECT: **Settlement Agreement and Stipulation for Entry of Order; Administrative Civil Liability Order No. R1-2013-0036**

**RECOMMENDATIONS**

Approve Resolution 1205-2013 Authorizing the City Manager to execute the Settlement Agreement and Stipulation for Entry of Order; Administrative Civil Liability Order No. R1-2013-0036 with the North Coast Regional Water Quality Control Board.

**BACKGROUND AND DISCUSSION**

On June 14, 2012 the City was issued an Administrative Civil Liability Complaint (ACL) Compliant No. R1-2012-0077. The complaint alleged that the City exceeded its wastewater effluent limits for BOD, Total Suspended Solids (TSS), Coliform Bacteria, Dichlorobromomethane, Total Recoverable Copper, Total Coliform Organisms, Coliform Bacteria and Late Self Monitoring Reports set forth in the WDR'. The complaint recommended the imposition of administrative civil liability in the amount of \$366,000 in mandatory penalties for violations alleged in the complaint.

It should be noted that the vast majority of the citations were the result of our old technology plant not meeting the ever changing and more strict State standards.

The Finance Director engaged in settlement negotiations with the Board and tentatively agreed to recommend to the Council to settle the matter without litigation, with the understanding that the fees of \$366,000 not be imposed against the City as a cash requirement. It was agreed that the City could apply the \$366,000 amount against its cost for bringing the WWTF facility into compliance; shorthand for replacing it. So, the City is agreeing in the attached settlement agreement to apply those costs toward its \$6,000,000 in out of pocket expenses for the Wastewater Treatment Plant Project currently under construction.

**BUDGETARY IMPACT**

Execution of the agreement will save the City from paying fines of \$366,000 out of the Wastewater Fund.

**ATTACHMENTS:**

North Coast Regional Water Quality Control Board Letter 5/31/2013

North Coast Regional Water Quality Control Board Settlement Agreement and Stipulation of Administrative Civil Liability Order R1-2013-0036

**RESOLUTION NO. 1205-2013**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AUTHORIZING THE EXECUTION OF THE  
SETTLEMENT AGREEMENT AND STIPULATION FOR  
ENTRY OF ORDER; ADMINISTRATIVE CIVIL  
LIABILITY ORDER NO. R1-2013-0036 WITH THE  
NORTH COAST REGIONAL WATER QUALITY CONTROL  
BOARD**

**WHEREAS**, the City was issued an Administrative Civil Liability Complaint (ACL) No. R1-2013-0036; and

**WHEREAS**, the complaint alleged violations associated with discharges from its Wastewater Treatment Facility Orders No. R1-2006-0021 AND R1-2011-0054 NPDES Permit No. CA0022748 for which minimum penalties must be assessed; and

**WHEREAS**, the complaint proposed the City be assessed administrative civil liability in the amount of \$366,000 in minimum penalties; and

**WHEREAS**, the City has engaged in settlement negotiations with the North Coast Regional Water Quality Control Board (NCRWQCB) and agreed to settle without administrative or civil litigation. Both parties agree to the imposition of Administrative Civil Liability in the amount of 366,000 in minimum penalties; and

**WHEREAS**, both parties further agree that the minimum penalties shall be applied to the completion of a Compliance Project (CP) in accordance with the terms of the Stipulation and Order; and

**WHEREAS**, the authorized CP is the Wastewater Treatment Plant (WWTP) Project with a total cost of \$12.9 million; with \$6.9 million of the cost borne by the City; and

**WHEREAS**, the \$366,000 in penalties assessed by the NCRWQCB will be applied to the City's \$6.9 million share of cost on the WWTP Project; and

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Rio Dell hereby authorizes the City Manager to execute the NCRWQCB Settlement Agreement Stipulation for Entry of Order; Administrative Civil Liability Order No. R1-2013-0036, applying the total penalty of \$366,000 to the cost of completion for the WWTP Project currently under construction.

**I HEREBY CERTIFY** that the forgoing Resolution was duly introduced, passed, and adopted at a regular meeting of the City Council of the City of Rio Dell, held on this 18<sup>th</sup> day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Jack Thompson, Mayor

ATTEST:

---

Karen Dunham, City Clerk

## North Coast Regional Water Quality Control Board

May 31, 2013

Jim Stretch, City Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

Dear Mr. Stretch:

Subject: Settlement Agreement and Stipulation for Entry of Order; Administrative  
Civil Liability Order No. R1-2013-0036

File: City of Rio Dell, Wastewater Treatment Plant  
WDR No. 1B83134OHUM; NPDES Permit No. CA002748

On June 14, 2012, the Assistant Executive Officer issued Administrative Civil Liability (ACL) Complaint No. R1-2012-0077 (hereinafter "Complaint") to the City of Rio Dell, for violations associated with discharges from its Wastewater Treatment Facility (hereinafter "Discharger"). The Complaint alleged that the Discharger had incurred violations of Waste Discharge Requirements (hereinafter "WDRs") Orders No. R1-2006-0021 and R1-2011-0054 (NPDES Permit No. CA0022748), for which mandatory minimum penalties must be imposed. The Complaint proposed that the Discharger be assessed administrative civil liability in the amount of \$366,000 in mandatory minimum penalties.

Enclosed is a Settlement Agreement and Stipulation for Entry of Order (hereinafter "Stipulated Order"); Administrative Civil Liability Order for your review. If adopted by the Regional Water Board, this Stipulated Order shall represent a final and binding resolution and settlement of the violations of WDRs Orders No. R1-2006-0021 and R1-2011-0054 (NPDES Permit No. CA0022748), subject to mandatory minimum penalties, as alleged in the Complaint.

The Stipulated Order acknowledges that the total amount of \$366,000 in mandatory minimum penalties shall be suspended pending the completion of a Compliance Project as set forth in the attachments to the Stipulated Order.


DAVID M. NOREN, CHAIR | MATTHIAS ST. JOHN, EXECUTIVE OFFICER

5550 Skylane Blvd., Suite A, Santa Rosa, CA 95403 | [www.waterboards.ca.gov/northcoast](http://www.waterboards.ca.gov/northcoast)

If you accept the terms of the Stipulated Order, please have a responsible official that may legally bind the City of Rio Dell sign all three of the enclosed copies of the Stipulated Order, and return them to the Regional Board. Once we receive back all three signed copies, we will publicly notice the Stipulated Order for a period of at least 30 days. After the 30 day period, if no comments are received that would require changes to the agreement, a signed copy will be returned to you and the draft will become final Order.

You may contact Nancy Robinson at (707) 576-2657 or by email at [Nancy.Robinson@waterboards.ca.gov](mailto:Nancy.Robinson@waterboards.ca.gov) if you have any questions regarding the Stipulated Order.

Sincerely,



David F. Leland, P.E.  
Assistant Executive Officer (Acting)

130531\_NKR\_ef\_Rio\_Dell\_Stipulated\_Order\_Transmit

Certified - Return Receipt Requested

Enclosure: Settlement Agreement and Stipulation for Entry of Order; Administrative Civil Liability Order No. R1-2013-0036

cc: Stephanie Beauchaine, Finance Director, City of Rio Dell, 675 Wildwood Avenue, Rio Dell, CA 94462



**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
NORTH COAST REGION**

**In the matter of:**

)  
) **Order R1-2013-0036**  
)

**City of Rio Dell  
Wastewater Treatment Plant  
Complaint No. R1-2012-0077 for  
Administrative Civil Liability**

) **SETTLEMENT AGREEMENT AND  
STIPULATION FOR ENTRY OF  
ADMINISTRATIVE CIVIL LIABILITY ORDER**  
)  
)

**1B831340HUM**

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**Section I: Introduction**

This Settlement Agreement and Stipulation for Entry of Administrative Civil Liability Order (Stipulation) is entered into by and between the Assistant Executive Officer of the Regional Water Quality Control Board, North Coast Region (Regional Water Board), on behalf of the Regional Water Board Prosecution Team (Prosecution Team) and the City of Rio Dell (the Discharger) (collectively Parties) and is presented to the Regional Water Board for adoption as an Order, by settlement, pursuant to Government Code section 11415.60.

**Section II: Recitals**

1. The Discharger owns and operates the Rio Dell Waste Water Treatment Plant (WWTP) located at 475 Hilltop Drive, Rio Dell, California. The WWTP serves the city of Rio Dell located in Humboldt County in California. The WWTP discharges secondary treated municipal wastewater into the Lower Eel River, a water of the United States.
2. The Regional Board has determined that the Discharger meets the requirements under California Water Code (CWC) section 13385(k) and the State Water Resources Control Board (State Water Board) Water Quality Enforcement Policy (Enforcement Policy) as a publicly owned treatment works (POTW) serving a small community with a financial hardship.
3. On May 17, 2006, the Regional Water Board adopted Order No. R1-2006-0021 to regulate discharges from the Discharger's WWTP to the Lower Eel River. Order No. R1-2006-0021 became effective on June 16, 2006; it was subsequently revised and became effective on April 1, 2007. On September 29, 2011, the Regional Board adopted Order No. R1-2011-0054, which became effective on December 1, 2011. Order R1-2011-0054 rescinded Order No. R1-2006-0021 upon the effective date of the new Order, except for enforcement purposes.
4. On June 14, 2012, the Prosecution Team issued Administrative Civil Liability (ACL) Complaint No. R1-2012-0077 to the Discharger. The Complaint alleges that the Discharger exceeded the effluent limits for Biochemical Oxygen Demand 5-day @ 20°C (BOD), Total Suspended Solids (TSS), BOD and TSS percent removal, Coliform Bacteria, Dichlorobromomethane, Total Recoverable Copper, Total Coliform

Organisms, Coliform Bacteria and Late Self-Monitoring Reports set forth in WDRs Order No. R1-2006-0021 and Order No. 2011-0054 on one hundred twenty-two (122) occasions, all of which are subject to mandatory minimum penalties. The Complaint recommends the imposition of administrative civil liability in the amount of \$366,000 in mandatory minimum penalties for the violations alleged in the Complaint.

5. The Parties have engaged in settlement negotiations and agree to settle the matter without administrative or civil litigation and by presenting this Stipulation to the Regional Water Board for adoption as an Order pursuant to Government Code section 11415.60. To resolve by consent and without further administrative proceedings all alleged violations of CWC section 13385 set forth in the Complaint, the Parties have agreed to the imposition of administrative civil liability in the amount of \$366,000 in mandatory minimum penalties against the Discharger. The \$366,000 in mandatory minimum penalties shall be suspended upon completion of the Compliance Project (CP) set forth in this Stipulation and Order. The Discharger shall expend, at a minimum, \$366,000 to complete the CP in accordance with the terms of this Stipulation and Order.
6. The Prosecution Team believes that the resolution of the alleged violations is fair and reasonable and fulfills its enforcement objectives and meets the requirements under CWC section 13385(k) and the Enforcement Policy, that no further action is warranted concerning the specific violations alleged in the Complaint except as provided in this Stipulation, and that this Stipulation is in the best interest of the public.

### **Section III: Stipulations**

The Parties stipulate to the following:

7. **Jurisdiction:** The Parties agree that the Regional Water Board has subject matter jurisdiction over the matters alleged in this action and personal jurisdiction over the Parties to this Stipulation.
8. **Administrative Civil Liability:** The Discharger shall be subject to administrative civil liability in the amount of \$366,000 in mandatory minimum penalties, the total of which shall be suspended pending completion of a CP (CP Amount), as set forth herein and in Exhibit "A" attached hereto and incorporated by this reference.
9. **Compliance with Applicable Laws:** The Discharger understands that payment of administrative civil liability in accordance with the terms of this Order or compliance with the terms of this Order is not a substitute for compliance with applicable laws, and that continuing violations of the type alleged in the Complaint may subject it to further enforcement, including additional administrative civil liability.
10. **CP Description:** The CP consists of the construction of a new treatment facility. This will include a larger clarifier (which should help to reduce and/or eliminate suspended solids violations), elimination of the existing rotating biological contactor

and replacement with an Aeromod System (which should help to reduce and/or eliminate biochemical oxygen demand violations), and a new chlorination system (which should help to reduce and/or eliminate coliform bacteria violations).

In addition, based on the results of a discharge-specific Water Effect Ratio study, the Regional Water Board has adjusted the copper limits in the Discharger's WDRs to account for site-specific water characteristics on pollutant bioavailability and toxicity to aquatic life. This adjustment will likely have the effect of reducing or altogether eliminating the accrual of further copper violations.

The implementation schedule for completion of the CP is as follows:

MILESTONE	DEADLINES
Bid Preparation and Posting of Bid	*8/16/11
Bid Awarded and Contract Signed	*4/4/12
Construction started	*4/4/12
Submit Progress Letter	7/15/13
Submit Progress Letter	9/15/13
Complete CP	11/30/13
Submit Report of Completion including a detailed list of expenditures	3/31/14

\*Milestone has already been completed.

11. **CP Costs:** The cost is estimated to be approximately \$13,600,000 to construct a new wastewater treatment facility. The amount of the liability to be suspended upon completion of the CP is \$366,000 in mandatory minimum penalties, as expressly authorized by CWC section 13385(k). No additional liability above and beyond the \$366,000 shall be suspended for costs incurred to complete the CP.
12. **Representation of the Discharger:** As a material consideration for the Regional Water Board's acceptance of this Stipulation, the Discharger represents that it will utilize the funds as described in Attachment B to implement the CP in accordance with the implementation schedule set forth above. The Discharger understands that its promise to implement the CP, in its entirety and in accordance with the schedule for implementation, is a material condition of this settlement of liability between the Discharger and the Regional Water Board.
13. **Agreement of Discharger to Implement CP:** The Discharger represents that: 1) it will spend the CP amount as described in this Stipulation; 2) it will provide certified, written reports to the Regional Water Board consistent with the terms of this Stipulation and Order detailing the implementation of the CP; and 3) it will guarantee implementation of the CP by remaining liable for \$366,000 of suspended

administrative liability until the CP is completed and accepted by the Regional Water Board in accordance with the terms of this Stipulation. The Discharger agrees that the Regional Water Board has the right to require an audit of the funds expended by it to implement the CP. The Discharger shall permit inspection of the CP by the Regional Water Board staff at any time without notice.

14. **Certification of Completion of CP:** On or before December 15, 2013, the Discharger shall provide a certified statement of completion of the CP (Certification of Completion). The Certification shall be submitted by a responsible official under penalty of perjury under the laws of the state of California, to Regional Water Board staff. The Certification of Completion shall include the following:
  - a. Certification that the CP has been completed in accordance with the terms of this Stipulation and Order. Such documentation may include photographs, invoices, receipts, certifications, and other materials reasonably necessary for the Regional Water Board to evaluate the completion of the CP and the costs incurred by the Discharger.
  - b. Certification documenting the expenditures by the Discharger during the completion period for the CP. Expenditures may include, but are not limited to, payments to outside vendors or contractors implementing the CP. The Discharger shall provide any additional information requested by the Regional Water Board staff that is reasonably necessary to verify CP expenditures.
  - c. Certification that the Discharger followed all applicable environmental laws and regulations in the implementation of the CP including but not limited to the California Environmental Quality Act (CEQA), the federal Clean Water Act, and the Porter-Cologne Act.
15. **Third Party Financial Audit of CP:** At the written request of Regional Water Board staff, the Discharger, at its sole cost, shall submit a report prepared by an independent third party(ies) acceptable to the Regional Water Board staff providing such party's(ies') professional opinion that the Discharger has expended money in the amounts claimed by the Discharger. The written request shall specify the reasons why the audit is being requested. The audit report shall be provided to Regional Water Board staff within three (3) months of notice from Regional Water Board staff to the Discharger of the need for an independent third party audit. The audit need not address any costs incurred by the Regional Water Board for oversight.
16. **Failure to Expend the Entire Suspended Liability on the Approved CP:** In the event that the Discharger is not able to demonstrate to the reasonable satisfaction of the Regional Water Board staff that the entire suspended liability of \$366,000 has been spent for the completed CP, the Discharger shall pay the difference between the suspended liability of \$366,000 and the amount the Discharger can demonstrate was actually spent on the CP, as administrative civil liability. The Discharger shall be liable to pay the State Water Board Cleanup and Abatement Account the additional administrative civil liability within 30 days of receipt of notice of the Regional Water

Board staff's determination that the Discharger failed to demonstrate that the entire CP Amount was spent to complete the CP.

17. **Extension of the Implementation Schedule Deadlines:** If, given written justification from the Discharger and the Regional Water Board, staff determines that a delay in the CP implementation schedule is beyond the reasonable control of the Discharger, the Executive Officer may revise the implementation schedule as appropriate. Written justification must be received by the Designated Regional Water Board Representative before the specific due date occurs, must describe circumstances causing the delay, and must state when each task of the CP will be completed. If any extension of the implementation schedule is granted, the Regional Water Board staff shall provide the Discharger a new implementation schedule in writing, which shall include the date the CP will be completed (Revised Completion Date).
18. **Failure to Complete CP:** If the Discharger fails to complete the CP by October 30, 2013, as required by this Stipulation and Order, the Regional Water Board staff shall issue a Notice of Violation (NOV). As a consequence, the Discharger shall be liable to pay the State Water Board Cleanup and Abatement Account the Suspended Liability of \$366,000 within 30 days of receipt of the NOV.
19. **Completion of the CP to the Regional Water Board Staff's Satisfaction:** Upon the Discharger's satisfaction of its CP obligations under this Stipulation and completion of the CP and any audit requested by the Regional Water Board, Regional Water Board staff shall send the Discharger a letter recognizing satisfactory completion of its obligations under the CP. Receipt of this letter shall terminate any further CP obligations of the Discharger and result in the dismissal of the Suspended Liability.
20. **Party Contacts for Communications related to Stipulation/Order:**

<b>For the Regional Water Board:</b>	<b>For the Discharger:</b>
Nancy Robinson Sanitary Engineering Associate North Coast Regional Water Quality Control Board 5550 Skylane Boulevard, Suite A Santa Rosa, CA 95403 <a href="mailto:Nancy.Robinson@waterboards.ca.gov">Nancy.Robinson@waterboards.ca.gov</a> (707) 576-2657	Jim Stretch, City Manager City of Rio Dell 675 Wildwood Avenue Rio Dell, CA 95562 <a href="mailto:finance1@riodellcity.com">finance1@riodellcity.com</a> (707) 764-3532
21. **Attorney's Fees and Costs:** Each Party shall bear all attorneys' fees and costs arising from the Party's own counsel in connection with the matters set forth herein.
22. **Matters Addressed by Stipulation:** Upon the Regional Water Board's adoption of the Order incorporating the terms of this Stipulation, this Stipulation represents a

final and binding resolution and settlement of the violations alleged in the Complaint (Covered Matters). The provisions of this Paragraph are expressly conditioned on the full payment of the administrative civil liability by the deadline specified in Paragraph 8 and the Discharger's full satisfaction of the CP obligations described herein.

23. **Public Notice:** Federal law mandates that any settlement will not become final until after 30-day public notice and comment period expires, (40 CFR 123.27). On July 25, 2012 the Assistant Executive Officer issued the Complaint and provided notice to the public that the violations alleged in the Complaint could be resolved by settlement, including, but not limited to performance of a CP. Thus, the terms of this Stipulation and Order have been properly noticed and the required public comment period expired January 4, 2013 without comment.
24. **Addressing Objections Raised During Public Comment Period:** The Parties agree that the procedure contemplated for adopting the Order by the Regional Water Board and review of this Stipulation by the public is lawful and adequate. In the event procedural objections are raised prior to the Order becoming effective, the Parties agree to meet and confer concerning any such objections, and may agree to revise or adjust the procedure as necessary or advisable under the circumstances.
25. **Interpretation:** This Stipulation and Order shall be construed as if the Parties prepared it jointly. Any uncertainty or ambiguity shall not be interpreted against any one Party.
26. **Modification:** This Stipulation and Order shall not be modified by any of the Parties by oral representation made before or after its execution. All modifications must be in writing, signed by all Parties, and approved by the Regional Water Board or its delegee.
27. **If Order Does Not Take Effect:** In the event that this Order does not take effect because it is not approved by the Regional Water Board or is vacated in whole or in part by the State Water Board or a court, the Parties acknowledge that they expect to proceed to a contested evidentiary hearing before the Regional Water Board to determine whether to assess administrative civil liabilities for the underlying alleged violations, unless the Parties agree otherwise. The Parties agree that all oral and written statements and agreements made during the course of settlement discussions will not be admissible as evidence in the hearing. The Parties agree to waive any and all objections based on settlement communications in this matter, including, but not limited to:
  - a. Objections related to prejudice or bias of any of the Regional Water Board members or their advisors and any other objections that are premised in whole or in part on the fact that the Regional Water Board members or their advisors were exposed to some of the material facts and the Parties' settlement positions as a consequence of reviewing the Stipulation and/or the Order, and therefore may have formed impressions or conclusions prior to any contested evidentiary hearing on the Complaint in this matter; or

- b. Laches or delay or other equitable defenses based on the time period for administrative or judicial review to the extent this period has been extended by these settlement proceedings.
28. **Waiver of Hearing:** The Discharger has been informed of the rights provided by CWC section 13323, subdivision (b), and hereby waives its right to a hearing before the Regional Water Board prior to the adoption of the Order.
29. **Waiver of Right to Petition:** The Discharger hereby waives its right to petition the Regional Water Board's adoption of the Order for review by the State Water Board, and further waives its rights, if any, to appeal the same to a California Superior Court and/or any California appellate level court.
30. **Regional Water Board is Not Liable:** Neither the Regional Water Board members nor the Regional or State Water Board staff, attorneys, or representatives shall be liable for any injury or damage to persons or property resulting from acts or omissions by the Discharger its directors, officers, employees, agents, representatives or contractors in carrying out activities pursuant to this Stipulation and/or Order nor shall the Regional Water Board, its members or staff be held as parties to or guarantors of any contract entered into by the Discharger, its directors, officers, employees, agents, representatives, or contractors in carrying out activities pursuant to this Stipulation and Order.
31. **Covenant Not to Sue:** The Discharger covenants not to sue or pursue any administrative or civil claim(s) against any State Agency or the State of California, their officers, Board Members, employees, representatives, agents, or attorneys arising out of or relating to any Covered Matter.
32. **Necessity for Written Approvals:** All approvals and decisions of the Regional Water Board under the terms of this Order shall be communicated to the Discharger in writing. No oral advice, guidance, suggestions, or comments by employees or officials of the Regional Water Board regarding submissions or notices shall be construed to relieve the Discharger of its obligation to obtain any final written approval required by this Order.
33. **Authority to Bind:** Each person executing this Stipulation in a representative capacity represents and warrants that he or she is authorized to execute this Stipulation on behalf of and to bind the entity on whose behalf he or she executes the Stipulation.
34. **Counterpart Signatures:** This Stipulation may be executed and delivered in any number of counterparts, each of which when executed and delivered shall be deemed to be an original, but such counterparts shall together constitute one document. Further, this Stipulation may be executed by facsimile or electronic signature, and any such facsimile or electronic signature by any Party hereto shall be deemed to be an




original signature and shall be binding on such Party to the same extent as if such facsimile or electronic signature were an original signature.

**Effective Date:** This Stipulation is effective and binding on the Parties upon the entry of this Order by the Regional Water Board, which incorporates the terms of this Stipulation. **IT IS SO STIPULATED.**

**California Regional Water Quality Control Board,  
North Coast Region Prosecution Team**

**Date:** 5-31-13

**By:**   
**David F. Leland, P.E.**  
**Assistant Executive Officer (Acting)**

**City of Rio Dell**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Jim Stretch**  
**City Manager**

**Order of the Regional Water Board:**

**IT IS HEREBY ORDERED:**

35. This Order incorporates the foregoing Stipulation, set forth in Paragraphs 1 through 34 above, by this reference, as if set forth fully herein.
36. The Parties believe that settlement of this matter is in the best interest of the People of the State. Therefore, to settle the Complaint, the Discharger hereby agrees to comply with the terms and conditions of this Order.
37. The Regional Water Board finds that the Recitals set forth herein in Section II of the Stipulation are true.
38. Pursuant to CWC Section 13385(k), the Regional Water Board may, in lieu of assessing all or a portion of mandatory minimum penalties pursuant to CWC Section 13385(h) and (i), require a publicly owned treatment works serving a small community to spend all or a portion of mandatory minimum penalties towards the completion of a CP proposed by the publicly owned treatment works. The CP must conform to the requirements specified in the State Water Board Water Quality Enforcement Policy (Enforcement Policy).
39. On November 17, 2009, the State Water Board adopted Resolution No. 2009-0083 amending the Water Quality Enforcement Policy (Enforcement Policy). The



39. On November 17, 2009, the State Water Board adopted Resolution No. 2009-0083 amending the Water Quality Enforcement Policy (Enforcement Policy). The Enforcement Policy was approved by the Office of Administrative Law and became effective on May 20, 2010. The policy can be found at:  
[http://www.waterboards.ca.gov/water\\_issues/programs/enforcement/docs/enf\\_policy\\_final111709.pdf](http://www.waterboards.ca.gov/water_issues/programs/enforcement/docs/enf_policy_final111709.pdf)

Section VIII of the Enforcement Policy states that CPs shall only be considered where they are expressly authorized by statute, i.e., CWC Section 13385(k), and may not be considered in connection with discretionary administrative civil liability.

40. This is an action to enforce the laws and regulations administered by the Regional Water Board. The Regional Water Board finds that issuance of this Order is exempt from the provisions of the California Environmental Quality Act (Public Resources Code, sections 21000 et seq.), in accordance with section 15321(a)(2), Title 14, of the California Code of Regulations.
41. The Executive Officer is authorized to refer this matter directly to the Attorney General for enforcement if the Dischargers fail to perform any of its obligations under the Order.

Pursuant to CWC section 13323 and Government Code section 11415.60, **IT IS HEREBY ORDERED** on behalf of the California Regional Water Quality Control Board, North Coast Region.

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Matthias St. John  
Executive Officer

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Date

Enc: Attachment A

Attachment B

Attachment C

130531\_NKR\_ef\_Rio\_Dell\_Stipulated\_ACLO

# Attachment A

## City of Rio Dell Administrative Civil Liability Complaint Compliance Project Proposal

1. The City is requesting to apply \$366,000 in fines towards the Wastewater Facility and Effluent Disposal Project estimated to cost \$13.6 million. The project is funded by a \$6.0m grant and \$6.9m loan repaid through rates.
2. The requested \$366,000 in fines applied is less than the City's estimated project cost of \$6.9 million.
3. Project construction began in April of 2012.
  - a. To date approximately \$7.5 m in costs remain un-incurred; \$4.2m of those costs will be paid by the City. The remaining \$3.3m will be paid through the CWSRF Principal Forgiveness Program.
  - b. Three of the outstanding violations will be corrected with the construction of the new plant including:
    - i. Suspended Solids
    - ii. Biochemical Oxygen Demand
    - iii. Coliform Bacteria; and
    - iv. Recoverable Copper was corrected with the WER Study prior to the construction of the new plant
  - c. All of the violations were incurred prior to the April 2012 construction start date.
  - d. The construction completion date is scheduled as October 2012.
  - e. The estimated completion date is within 5 years of the assessment of the MMP.
4. The City of Rio Dell Wastewater Facility and Effluent Disposal Project description includes two main treatment processes:
  - a. The biological treatment process
    - i. The function of the biological treatment plant is to provide biological removal of BOD and nitrogen to meet the design effluent goal of total nitrate less than 10 mg/L based on a design flow of 0.5 mgd and maximum month loading condition.
    - ii. The biological treatment process consists of two parallel trains. Each train includes an activated sludge basin with an air system, a secondary clarifier and an aerobic digester. A selector tank at the front is common to the parallel trains. The activated sludge system/air system was designed to handle the organic loadings of 960 lbs/day with the mixed liquor suspended solids concentration maintained at 3,000 mg/L. Each of the basins is able to independently perform nitrification and de-nitrification. The packaged plant was designed and constructed in modular arrangement so that future expansion can be done by adding additional independent treatment trains.
    - iii. The principal items of the Biological Treatment Plant include:
      1. Aeration system (diffusers)
      2. Air distribution system.
      3. Anoxic selector
      4. Mixed liquor recycle system

5. Clarifier equipment
  6. Scum control system
  7. Clarifier sludge collector mechanism
  8. Return sludge and waste activated sludge system
  9. Nitrifying recycling system
  10. Sludge holding tank supernatant return
  11. Access bridges and stairways
  12. Walkways
  13. Air supply system (blowers)
  14. Internal piping and valves
  15. Plant local control panel(s)
  16. Electrical wiring on the package plant
- iv. The secondary clarifiers were designed based on a maximum surface loading rate of 600 gpd/sf at the peak flow of 1.1 mgd with one clarifier out of service. The clarifier consists of an influent assembly, sludge collector mechanism, effluent launderer, and scum removal system. The clarifier influent piping is designed to prevent liquid backup in the aeration tanks during peak flows and to prevent settling out of solids that may clog the pipe. The sludge collector mechanism consists of all mechanical equipment required for operation.
  - v. The aerobic digester was designed to provide a minimum of 30 days of aerobic digestion. The digester is equipped with aeration system which provides minimum 25 mg/L/hr air to the wasted activated sludge.
  - vi. The design criteria, and features of the biological treatment system are summarized in the following table:

BIOLOGICAL TREATMENT SYSTEM	
Design MLSS	3,000 mg/L, approximate
Design SRT	15 day, minimum
MLE recycle rate	1.0 mgd, minimum or, 200% @ sustained peak flow
RAS rate	100%, minimum firm capacity
Secondary clarifier side water depth	16 ft, minimum
Secondary clarifier surface loading rate	600 gpd/sf (design)
WAS Aerobic Digester	30 ays, minimum

- b. The sludge drying process
  - i. The bio-solids from the activated sludge biological treatment process is treated with minimum 30-day aerobic digestion followed by sludge dewatering and further by sludge drying; after the treatment, the bio-solids meet Class A requirements.
  - ii. The 30-day aerobic digester is adjacent to the Biological Treatment Facility. The sludge dewatering is accomplished by the belt filter press which was installed in 2010 and currently in operation. The belt filter press is located in the Sludge Dewatering and Storage Building. The bio-

solids after digestion and dewatering typically contains approximately 12 to 22 percent solids.

- iii. A sludge drying system is provided following the sludge dewatering process. An automated, indirectly heated, continuous flow sludge drying technology will be used to minimize energy consumption. The bio-solids after the drying will contain approximately 75 to 92 percent solids and meet Class A bio-solids standards. The dried bio-solids will continue to be land applied in accordance with the City's NPDES Permit. The property where the bio-solids will be applied has been approved by the North Coast Regional Water Quality Control Board (RWQCB).
- iv. Sludge volume estimation is summarized in the following table

SLUDGE DRYING SYSTEM			
RIO DELL WWTP SLUDGE (2032)	WASTE ACTIVATED SLUDGE (WAS)	DEWATERED SLUDGE (after Belt Filter Press)	DRIED SLUDGE (after Sludge Dryer)
Percent solids (average)	2%	15%	90%
Mass produced per day	570 lb/day	570 lb/day	570 lb/day
Mass produced per year	85 dry ton/year	85 dry ton/year	85 dry ton/year
Volume per year	6,170 cy/year	780 cy/year	95 cy/year

- 5. The proposed project includes a new treatment facility which will address all of the City's non-compliance issues. Included are a larger clarifier which will reduce suspended solids, and the elimination of the City's existing RBC's and replacement with the Aeromod System which will reduce the strength of our wastewater, and eliminate biochemical oxygen demand violations. The new chlorination system will better treat the wastewater and eliminate coliform bacteria violations, and the City's total recoverable copper has already been addressed by the City's WER study which adjusted our copper limits. The project began in April of 2012, and construction is scheduled for completion in April 30, 2014 well before the required 5 year compliance period.
- 6. The proposed compliance project is independent of the ACL as required, and is necessary for the continued operation of the treatment plant.
- 7. The City's project has clearly identified goals, costs, and milestones. Please see Attachments A. Construction Calendar and B. Project Financing Agreement for details.
  - a. A summary of the Project Milestones are as follows:
    - i. Site work- September 2013
    - ii. Yard Piping- February 2013
    - iii. Headworks- Completed
    - iv. Biological Treatment Facility- February 2013
    - v. Blower Building- February 2013
    - vi. Operations Building- August 2013
    - vii. Effluent Pump Station- Completed
    - viii. Sludge Dryer- February 2013

- ix. Pipeline- September 2013
- b. A summary of the Project Financing is as follows:
  - i. Approved for \$12,980,859
  - ii. The Project period is specified as March 30, 2012 – April 30, 2014
  - iii. \$6m will be forgiven as a part of the Principal Forgiveness Program.
  - iv. Payments on the Outstanding \$6.9m begin 10/31/2014 in the amount of \$325,879.74 and commence on 10/31/2043
- 8. The City's total project length is 18 months, with 13 months remaining. As such, it is the City's intent to comply with any quarterly reporting requirements requested by the NCRWQCB.
- 9. Upon completion the City will submit a final report declaring completion and detailing fund expenditures and goals achieved.
- 10. The City acknowledges that upon satisfactory completion of the CP the suspended penalty is dismissed.
- 11. The City also acknowledges that if the CP is not satisfactorily completed all suspended penalties become due and payable.
- 12. The City acknowledges that any potentially suspended penalties do not relieve the City of our independent obligation to take necessary actions to achieve compliance.

# Attachment B

## STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2012-0002

### ADOPTION OF A CLEAN WATER STATE REVOLVING FUND PROGRAM PRELIMINARY FUNDING COMMITMENT FOR THE CITY OF RIO DELL'S WASTEWATER TREATMENT PLANT UPGRADE AND DISPOSAL PROJECT

#### WHEREAS:

1. The State Water Resources Control Board (State Water Board), on March 17, 2009, amended the *Policy for Implementing the CWSRF for Construction of Wastewater Treatment Facilities*;
2. The State Water Board's CWSRF Program Project Priority List (PPL), amended on April 12, 2011, included the City's CWSRF Project No. C-06-7401-110;
3. The Division of Financial Assistance (Division) issued a Facility Plan Approval (FPA) for the City's Project and the City agreed with the content and conditions of the FPA;
4. Per the CWSRF Intended Use Plan, adopted by the State Water Board on May 17, 2011, \$97,770,482 in principal forgiveness is available;
5. As a small (less than 20,000 persons), severely disadvantaged community (median household income [MHI] less than 60 percent of the statewide MHI) with wastewater user rates more than 1.5 percent of the community's MHI, the City may receive 50 percent principal forgiveness for eligible Project costs up to \$6 million in principal forgiveness;
6. The City prepared an Environmental Impact Report (EIR; State Clearinghouse No. 2007062006) for a larger project (the Project is a revised subset of the larger project);
7. The City certified the EIR, adopted a Mitigation Monitoring and Reporting Program (MMRP), and approved the larger project (the Project is a revised subset of the larger project) on May 20, 2008, and filed a Notice of Determination (NOD) with the Humboldt County Clerk on May 21, 2008 and the Governor's Office of Planning and Research (OPR) on May 27, 2008, for the EIR;
8. The City prepared an addendum to the EIR (Addendum No. 1) to analyze an interim project, including addressing improvements to the headworks, temporarily installing a chlorine generator (disinfection system) and sludge press;
9. The City certified the Addendum No. 1 and approved the interim project on June 2, 2009, and filed an NOD with the Humboldt County Clerk on June 4, 2009 and OPR on June 8, 2009, for the Addendum No. 1;
10. The City prepared a second addendum to the EIR (Addendum No. 2) to address the Project, revisions to Alternative 1 in the EIR and applicable mitigation measures, the addition of two potential transmission pipeline route options (Routes 1 and 2), and a change from Type I irrigation to Type II flood irrigation (this eliminated the need for a storage pond);

11. The City certified the Addendum No. 2, adopted a revised MMRP, and approved the Project on October 5, 2010, and filed an NOD with the Humboldt County Clerk on October 7, 2010, and OPR on November 3, 2010, for the Addendum No. 2;
12. The City incorporated mitigation measures or alternative design into the Project that will avoid or substantially reduce potentially significant adverse environmental impacts;
13. The EIR and the supporting documents provided an adequate disclosure of the environmental relationships of all water quality aspects of the Project. The Project will not result in any significant adverse water quality impacts. A special condition will be included in the City's CWSRF financing agreement to ensure compliance with the Migratory Bird Treaty Act (MBTA);
14. Several bird species listed under the federal Migratory Bird Treaty Act (MBTA) have the potential to occur in the riparian woodland forest (adjacent to the irrigation site). There will be no impacts to the riparian woodland habitat as the Project will occur away from the riparian habitat, but the City will implement mitigation measures to ensure less than significant impacts will occur to migratory bird species; and
15. The City is currently defending two lawsuits related to the construction bidding process.

THEREFORE BE IT RESOLVED THAT:

The State Water Board:

1. Approves a CWSRF PFC of \$13,424,895 for the City's Project with an extended term of 30 years and \$6 million in Principal Forgiveness. The first repayment shall be due one year after completion of construction.
2. Directs Division staff to allocate \$13,424,895 consistent with the construction schedule and availability of funds.
3. Conditions this approval by withdrawing the CWSRF PFC if the City does not sign the CWSRF financing agreement by June 29, 2012. In accordance with Section IX.K.3 of the Policy, the Deputy Director of the Division (or designee) may approve up to a 120-day extension for good cause.
4. Conditions this approval to require the City to implement mitigation measures 6-5 as identified in the EIR, the Addendum No. 2 and the MMRPs to reduce potential impacts to migratory bird species in accordance with the MBTA.
5. Conditions this approval, to require the following:
  - a. The City shall covenant to establish rates and charges in amounts sufficient to generate net revenues equal to at least 1.10 times total annual debt service;
  - b. The City shall establish a Reserve Fund equal to one year's debt service from available cash prior to the construction completion date;
  - c. The City must implement all approved rate increases;
  - d. The City may not incur future senior debt. Future debt may be on parity with CWSRF debt if Policy conditions are met (CWSRF Policy Section X.G1); and

- 7
- e. The financing agreement shall be limited to a maximum of \$13,424,895, with an interest rate of one-half the most recent general obligation bond rate as of today's date and a 30-year repayment term, and with the expectation that \$6 million in principal will be forgiven upon satisfaction of the terms and conditions of the financing agreement. If information relating to the credit review changes a supplemental credit review may be required.
  6. Conditions this approval to require the City to provide immediate notification to the State Water Board Project Manager if the ongoing litigation will jeopardize the City's ability to repay the CWSRF financing, and provide the State Water Board Project Manager with a copy of any new settlement agreements or revised court rulings within 15 days of such event.
  7. Directs Division staff to incorporate bid costs into the financing agreement and disburse funds for construction only after the City provides the following:
    - a. A legal opinion certifying that the City has sufficient property rights in the land used for all portions of the Project to enable it to access, construct, operate, maintain, repair, monitor, and allow for outside inspections of the Project throughout the useful life of the Project and/or the CWSRF financing term, whichever period is longer; and
    - b. A legal opinion certifying that (1) all pending bid and/or contract disputes have been resolved; and (2) there is no pending or anticipated litigation or dispute that will detrimentally affect (a) the City's payment source, (b) the ability of the City to agree to pay the CWSRF financing, or (c) the ability of the City to manage and implement the Project.
  8. Conditions this approval to require the City to sign an amended financing agreement that incorporates bid costs on or before January 10, 2013. Division staff may approve up to a 120-day extension for good cause.

#### CERTIFICATION

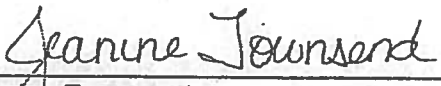
The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on January 10, 2012.

AYE: Chairman Charles R. Hoppin  
Vice Chair Frances Spivy-Weber  
Board Member Tam M. Doduc

NAY: None

ABSENT: None

ABSTAIN: None

  
\_\_\_\_\_  
Jeanine Townsend  
Clerk to the Board



## Attachment C

Activity ID	Description	% Dur	Early Start	Early Finish	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
MISSION ACTIVITIES																																						
000000	Notice to Proceed	100	1 30MAR12	30MAR12																																		
000010	Mobilization	0	6 30MAR12	06APR12																																		
000060	Generator Air Quality Construction Permit	0	10 31MAY12	13JUN12																																		
000070	Generator Air Quality Operation Permit	0	15 14JUN12	05JUL12																																		
900000	Demonstration Period	0	60 30JAN13	23APR13																																		
900010	Substantial Completion	0	1 24APR13	24APR13																																		
900020	Punchlist	0	7 02SEP13	10SEP13																																		
900030	Demobilize	0	7 11SEP13	19SEP13																																		
999998	Final Completion	0	1 20SEP13	20SEP13																																		
PROCUREMENT																																						
PRO010	Submittal Aggregate	0	5 30MAR12	02APR12																																		
PRO015	Approve Aggregate	0	5 04APR12	10APR12																																		
PRO020	Submittal Horizontal Directional Drilling	0	20 30MAR12	26APR12																																		
PRO025	Approve Horizontal Directional Drilling	0	30 27APR12	07JUN12																																		
PRO030	Submittal Hot Mix Asphalt	0	30 30MAR12	03AUG12																																		
PRO035	Approve Hot Mix Asphalt	0	30 06AUG12	14SEP12																																		
PRO040	Submittal Precast Concrete Manhole Structures	0	30 30MAR12	10MAY12																																		
PRO045	Approve Precast Concrete Manhole Structures	0	30 11MAY12	21JUN12																																		
PRO050	Deliver Precast Concrete Manhole Structures	0	15 22JUN12	07JUL12																																		
PRO070	Submittal Hydroseeding	0	30 30MAR12	21JUN12																																		
PRO080	Approve Hydroseeding	0	30 22JUN12	03AUG12																																		
PRO090	Submittal Concrete Mix Design	0	21 30MAR12	19APR12																																		
PRO110	Approve Concrete Mix Design	0	2 20APR12	23APR12																																		
PRO120	Submittal Biological Treatment Facility Slab Rebar	0	16 30MAR12	20APR12																																		
PRO135	Submittal Biological Treatment Facility Wall Rebar	0	21 30MAR12	27APR12																																		
PRO150	Approve Bio Treatment Tank Slab Rebar	0	2 21APR12	22APR12																																		
PRO165	Fabricate Bio Treatment Tank Wall Rebar	0	10 30APR12	11MAY12																																		
PRO175	Deliver Bio Treatment Tank Slab Rebar	0	4 23APR12	23APR12																																		
PRO185	Fabricate Bio Treatment Tank Wall Rebar	0	5 14MAY12	16MAY12																																		
PRO195	Deliver Bio Treatment Tank Wall Rebar	0	1 27APR12	27APR12																												</						



Activity ID	Description	% Dur	Early Start	Early Finish	ASR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	2013	JUN	JUL	AUG	SEP
PR1000	Submittal Fiberglass Enclosure & Chem Metering	0	60 30MAR12	28JUN12																		
PR1000	Approve Fiberglass Enclosure & Chem Metering	0	30 30MAR12	27JUN12																		
PR1000	Fabricate Fiberglass Enclosure & Chem Metering	0	60 29JUN12	23AUG12																		
PR1070	Deliver Fiberglass Enclosure & Chem Metering	0	3 24AUG12	23AUG12																		
PR1320	Submittal Instrumentation & Controls	0	30 30MAR12	10AUG12																		
PR1330	Approve Instrumentation & Controls	0	30 11MAY12	09JUN12																		
PR1340	Fabricate Instrumentation & Controls	0	30 10JUN12	10JUL12																		
PR1360	Deliver Instrumentation & Controls	0	3 11JUL12	13JUL12																		
PR1360	Submittal Pipe & Fittings	0	21 30MAR12	27APR12																		
PR1370	Approve Pipe & Fittings	0	30 28APR12	17MAY12																		
PR1380	Fabricate Pipe & Fittings	0	20 28MAY12	22JUN12																		
PR1390	Deliver Pipe & Fittings	0	2 25JUN12	26JUN12																		
PR1400	Submittal Valves	0	14 30MAR12	18APR12																		
PR1410	Approve Valves	0	30 19APR12	18MAY12																		
PR1420	Fabricate Valves	0	30 19MAY12	17JUN12																		
PR1430	Deliver Valves	0	3 18JUN12	20JUN12																		
PR1460	Submittal Plumbing	0	40 30MAR12	24MAY12																		
PR1480	Approve Plumbing	0	30 28MAY12	22JUN12																		
PR1500	Fabricate Plumbing	0	15 25JUN12	18JUL12																		
PR1510	Deliver Plumbing	0	1 17JUL12	17JUL12																		
PR1560	Submittal HVAC	0	45 30MAR12	31MAY12																		
PR1570	Approve HVAC	0	30 01JUN12	30JUN12																		
PR1580	Fabricate HVAC	0	20 02JUL12	30JUL12																		
PR1590	Deliver HVAC	0	3 31JUL12	02AUG12																		
PR1600	Submittal Electrical Wire, Cable, Conduit, Etc.	0	21 30MAR12	27APR12																		
PR1610	Approve Electrical Wire, Cable, Conduit, Etc.	0	30 30APR12	09JUN12																		
PR1620	Fabricate Electrical Wire, Cable, Conduit, Etc.	0	3 11JUN12	10JUN12																		
PR1630	Deliver Electrical Wire, Cable, Conduit, Etc.	0	2 14JUN12	15JUN12																		
PR1640	Submittal Generator	0	30 30MAR12	10MAY12																		
PR1650	Approve Generator	0	20 11MAY12	30MAY12																		
PR1660	Fabricate Generator	0	98 31MAY12	08SEP12																		
PR1670	Deliver Generator	0	3 07SEP12	11SEP12																		
PR1680	Submittal Panels, MCCs, Transformers, Etc.	0	30 30MAR12	10MAY12																		
PR1690	Approve Panels, MCCs, Transformers, Etc.	0	30 11MAY12	09JUN12																		
PR1700	Fabricate Panels, MCCs, Transformers, Etc.	0	60 10JUN12	09AUG12																		
PR1710	Deliver Panels, MCCs, Transformers, Etc.	0	3 10AUG12	14AUG12																		
PR1720	Submittal Lighting	0	30 30MAR12	10MAY12																		
PR1730	Approve Lighting	0	30 11MAY12	21JUN12																		
PR1740	Fabricate Lighting	0	30 22JUN12	02AUG12																		
PR1750	Deliver Lighting	0	3 06AUG12	08AUG12																		
<b>WWTP SILEWORK</b>																						
SW0000	Begin Silwork	0	1 30MAR12	30MAR12																		
SW0020	Shaping Area Grading / Fencing	0	6 30MAR12	06APR12																		
SW0030	Sludge Drying Bed Demolition	0	6 30MAR12	06APR12																		
SW0040	Install Static Mixer & Chlorine Injection Vault	0	1 06JUL12	06JUL12																		
SW0180	Canopy Slabs / Generator Slab	0	10 10JUL12	23JUL12																		
SW0190	Install Steel Canopies	0	3 24JUL12	26JUL12																		
SW0200	Install Control Room Door	0	3 12JUL12	16JUL12																		
SW0205	Install Control Room Roof	0	3 07AUG12	09AUG12																		
SW0210	Electrical Trenching, Conduits, Backfill	0	1 18JUN12	18JUN12																		
SW0215	Install Panels, MCCs, Transformers, Etc.	0	15 24JUL12	12AUG12																		

Mahlund Const. / Sequoia Const.

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Start date 30MAR12  
 Finish date 20SEP13  
 Data date 30MAR12  
 Run date 25APR12  
 Page number 3A

Early start point  
 Progress bar  
 Critical bar  
 Summary bar  
 Start milestone point  
 Finish milestone point

Activity ID	Description	% Dir	Orig Start	Early Finish	AFR	MAY	JUN	JUL	2012	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
SW0220	Install Generator	0	5/24/JUL/12	30/JUL/12																		
SW0225	Generator Startup & Training	0	1/15/AUG/12	15/AUG/12																		
SW0230	Emergency New Electrical Service	0	1/14/AUG/12	14/AUG/12																		
SW0235	Connect Existing Equipment to New Electrical	0	5/16/AUG/12	22/AUG/12																		
SW0240	Complete Control Integrator Work	0	4/5/28/OCT/12	31/OCT/12																		
SW0245	Finish Grading	0	2/14/NOV/12	15/NOV/12																		
SW0250	Existing Chimney Mating Structure Modifications	0	5/24/APR/13	30/APR/13																		
SW0260	Existing Clarifiers & RBC Demo	0	15/24/APR/13	14/MAY/13																		
SW0265	Existing Control Bldg Demo / Modifications	0	10/09/AUG/12	22/AUG/12																		
SW0270	Existing Electrical Bldg Demo / Modifications	0	10/24/APR/13	07/MAY/13																		
SW0280	Hot Mix Asphalt Paving	0	1/02/SEP/13	02/SEP/13																		
SW0290	Complete Sitework	0	1/03/SEP/13	03/SEP/13																		
<b>YARD PIPING</b>																						
YPO000	Begin Work on Yard Piping	0	1/27/JUN/12	27/JUN/12																		
YPO010	Install 12" HAF Piping	0	5/28/JUL/12	05/JUL/12																		
YPO020	Install 12" EFF Piping	0	5/06/JUL/12	12/JUL/12																		
YPO030	Install 6" BWV Piping	0	3/13/JUL/12	17/JUL/12																		
YPO040	Install 6" SL Piping	0	3/18/JUL/12	20/JUL/12																		
YPO050	Install 3" & 1.5" 1W Piping	0	3/23/JUL/12	25/JUL/12																		
YPO060	Install 2" NG Piping	0	3/28/JUL/12	30/JUL/12																		
YPO070	Complete Yard Piping	0	1/31/JUL/12	31/JUL/12																		
<b>HEADWORKS</b>																						
HWO000	Begin Work at Headworks	0	1/23/AUG/12	23/AUG/12																		
HWO010	Demolition at Headworks	0	5/24/AUG/12	30/AUG/12																		
HWO020	Cone Drill at Headworks	0	2/13/AUG/12	03/SEP/12																		
HWO030	Install New Influent Pumps at Headworks	0	5/04/SEP/12	10/SEP/12																		
HWO040	Install Influent Pump Piping & Valves	0	10/11/SEP/12	24/SEP/12																		
HWO050	Install Electrical for New Influent Pumps	0	2/28/SEP/12	26/SEP/12																		
HWO060	Influent Pump Startup	0	1/27/SEP/12	27/SEP/12																		
HWO070	Influent Pump Training	0	1/28/SEP/12	28/SEP/12																		
HWO080	Complete Work at Headworks	0	1/01/OCT/12	01/OCT/12																		
<b>BIOLOGICAL TREATMENT FACILITY</b>																						
BT0000	Begin Work at Bio Treatment Tank	0	1/09/APR/12	09/APR/12																		
BT0010	Install Shoring for Bio Treatment Tank	0	5/09/APR/12	13/APR/12																		
BT0020	Excavate for Bio Treatment Tank	0	3/16/APR/12	18/APR/12																		
BT0030	Aggregate Placement and Compaction	0	2/19/APR/12	20/APR/12																		
BT0040	Bio Tank Form & Pour Footing Under Slab EJ	0	3/30/APR/12	02/MAY/12																		
BT0045	Bio Tank Slab Form North Section	0	3/03/MAY/12	07/MAY/12																		
BT0050	Bio Tank Slab Install Rebar North Section	0	6/08/MAY/12	17/MAY/12																		
BT0060	Bio Tank Slab Pour 8 North Sections	0	6/18/MAY/12	29/MAY/12																		
BT0070	Bio Tank Wall Form & Pour 10 North Sections	0	6/30/MAY/12	08/JUN/12																		
BT0080	Bio Tank Slab Form South Section	0	2/09/JUN/12	10/JUN/12																		
BT0090	Bio Tank Slab Install Rebar South Section	0	4/13/JUN/12	16/JUN/12																		
BT0100	Bio Tank Slab Pour 3 South Sections	0	5/17/JUN/12	23/JUN/12																		
BT0110	Bio Tank Wall Form & Pour 8 South Sections	0	40/24/JUN/12	18/OCT/12																		
BT0120	Bio Tank Concrete Fill	0	10/19/OCT/12	01/NOV/12																		
BT0130	Bio Tank North Leakage Test	0	7/09/AUG/12	17/AUG/12																		
BT0135	Backfill Bio Tank North End	0	7/20/AUG/12	28/AUG/12																		
BT0140	Bio Tank South Leakage Test	0	3/02/NOV/12	08/NOV/12																		
BT0145	Backfill Bio Tank / Remove Shoring	0	5/01/NOV/12	13/NOV/12																		
Start date	30/MAR/12																					
Finish date	20/SEP/12																					
Data date	30/MAR/12																					
Run date	25/APR/12																					
Page number	44																					

Wahlund Const. / Sequoia Const.  
Rio Dell WWTP

Activity ID	Description	% Dur	Orig Start	Early Finish	APR	MAY	JUN	JUL	AUG	2012 SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
BT0190	FRP Landing Pads around Bio Tank	0	3/14NOV12	16NOV12																		
BT0210	Install Exterior Piping	0	60	29AUG12																		
BT0320	Install Interior Piping	0	10	07NOV12																		
BT0330	Install Aerobed Equipment, Walkways, Handrails	0	15	07NOV12																		
BT0400	Install Bio Tank Stairs	0	2	19NOV12																		
BT0530	Install Instrumentation & Electrical Connections	0	2	07NOV12																		
BT0545	Aerobed Dry Inspection	1	1	28NOV12																		
BT0560	Bio Tank Clear Water Startup	0	1	30NOV12																		
BT0570	Bio Tank Seeding	0	2	03DEC12																		
BT0590	Aerobed Training for Bio Tank	0	1	28NOV12																		
BT0590	Complete Bio Treatment Facility	0	1	05DEC12																		
<b>BLOWER BUILDING</b>																						
BB0000	Begin Work at Blower Building	0	1	29AUG12																		
BB0010	Grade Site for the Filter Building	0	4	30AUG12																		
BB0020	Electrical Rough In	0	3	05SEP12																		
BB0030	Excavate for Footing & Isolated Equip Pads	0	2	10SEP12																		
BB0040	Form, Reinforce & Pour Footing	0	1	12SEP12																		
BB0050	Form, Reinforce & Pour Isolated Equip Pads	0	1	13SEP12																		
BB0060	Form, Reinforce & Pour Slab	0	3	14SEP12																		
BB0070	Install Masonry	0	7	19SEP12																		
BB0075	Install Roof Framing	0	2	28SEP12																		
BB0080	Install Roof Sheathing	0	1	02OCT12																		
BB0080	Install Roofing	0	2	03OCT12																		
BB0085	Form, Reinforce & Pour Concrete Landings	0	1	05OCT12																		
BB0100	Install Insulation	0	1	05OCT12																		
BB0105	Install Gypsum Ceiling	0	3	08OCT12																		
BB0110	Install Doors	0	1	08OCT12																		
BB0115	Install HVAC	0	2	09OCT12																		
BB0120	Electrical Finish	0	2	11OCT12																		
BB0130	Set Blowers, Compressors and Control Panels	0	1	16OCT12																		
BB0140	Blower, Compressors and CP Electrical Connection	0	1	16OCT12																		
BB0160	Install 12" LPA Piping	0	5	17OCT12																		
BB0160	Install Pneumatic Tubing	0	2	24OCT12																		
BB0160	Blowers & Compressors Startup	0	1	28OCT12																		
BB0160	Blowers & Compressors Training	0	1	29OCT12																		
BB0200	Complete Blower Building	0	1	30OCT12																		
<b>OPERATIONS BUILDING</b>																						
OB0010	Begin Work at Operations Building	0	2	25APR13																		
OB0020	Operations Building Demolition	0	10	29APR13																		
OB0030	Basement Gravel Fill	0	5	13MAY13																		
OB0040	Concrete Infill	0	5	20MAY13																		
OB0050	Interior Framing	0	10	27MAY13																		
OB0060	Roof Modifications	0	35	10JUN13																		
OB0070	Doors & Windows	0	5	30JUL13																		
OB0080	Drywall	0	5	05AUG13																		
OB0090	Painting	0	3	13AUG13																		
OB0100	Cabinetry	0	3	13AUG13																		
OB0110	Misc. Finishes	0	10	16AUG13																		
OB0120	Plumbing Rough In	0	5	20MAY13																		
OB0130	Plumbing Top Out	0	3	05AUG13																		

Wahlund Const. / Sequoia Const.  
Rio Dell WWTP

Legend:  
 ▲ Early start point  
 ▲ Progress bar  
 ▲ Critical bar  
 ▲ Summary bar  
 ▲ Start milestone point  
 ▲ Finish milestone point



